Fenway Community Development Corporation  
Real Estate Project Manager – Job Description

Fenway CDC works to preserve the Fenway as a vibrant and diverse neighborhood by developing affordable housing, providing programs that enrich lives, and strengthening community voices.

The Real Estate Project Manager will have an opportunity to work on a range of affordable, mixed-use development projects in a dynamic local development environment. The Real Estate Project Manager will assist the Head of Real Estate in managing project development, monitor project budgets, manage lender relationships, and oversee property lease up or sales. It is a full-time, exempt position and reports to the Head of Real Estate.

Responsibilities:

- Manage real estate development tasks related to community planning, permitting, zoning, etc.
- Manage asset management related projects including refinance, renovation, rehabilitation, etc. of existing assets.
- Assist with acquisition, construction, and/or renovation of real estate projects. Prepare and submit project funding and finance applications.
- Support and assist Head of Real Estate and Sr. REPM with tasks required for successful completion of Fenway CDC projects and development of its real estate pipeline.
- Identify and support opportunities for meaningful involvement of residents and community members in Fenway CDC’s housing development work.
- Coordinate Fenway CDC Housing Committee meetings, other on-site public and community meetings as well as project team meetings.
- Supervise interns/co-op students within the housing department to support active development and pipeline projects.

Qualifications:

Fenway CDC does not expect any one candidate to meet all the criteria below, but rather hope you will apply if the role and responsibilities excite you.

- Minimum of bachelor’s degree, preferably in a related field.
- Prior experience in affordable housing development, including familiarity with Low Income Housing Tax Credits and local funding sources, preferably in Massachusetts.
- Two (2) years of experience related to land management, real estate development and/or asset management.
- Strong team player with positive attitude; should be self-starter and able to work independently.
- Ability to work accurately under pressure, delegate and coordinate the work required to meet project deadlines and budgets.
- Excellent analytic and problem-solving skills. Strong verbal and written communication skills.
- Ability to interact positively with people of all racial, ethnic and economic backgrounds, including members of our community, our staff, and outside stakeholders.
- Motivated to learn and take on training opportunities for skill further development.
- Strong commitment to racial and economic justice; readily applies racial/economic equity lenses to housing development work.

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Availability to attend evening community and public meetings as required.
• Strong computer skills including Microsoft Office Suite and Adobe Creative Suite.
• Familiarity with building design, project management and graphics software preferred.

Salary and Benefits:
• Salary range will be commensurate with experience within a range of $65,000 to $75,000. Fenway CDC has a full benefits package that includes medical, dental and vision insurance, long and short-term disability insurance, 401k matching, paid sick, vacation, and holiday leave.

To Apply: Please e-mail resume and cover letter speaking your interest and skills for this position to projects@fenwaycdc.org with subject line: REPM-Applicant. Applications are encouraged by October 17, 2022 and will be reviewed and evaluated beginning on that date. Interviews will subsequently be scheduled on a rolling basis. We anticipate at least 3 rounds of interviews for the successful candidate.

Fenway CDC is an Equal Opportunity Employer and considers qualified applicants for employment regardless of expression, age, color, religion, disability, veteran status, sexual orientation, or any other protected class.