

## Real Estate Project Manager Job Post – Full-time Position

### Who we are:

St. Nicks Alliance, a North Brooklyn based community organization, seeks to transform lives of low- and moderate-income people through employment, education, housing, elder care and social services. We do this by delivering impactful services with measurable outcomes to children, adults, and the elderly. As a civic anchor, we carry out this mission within the context of building a sustainable community for all people through the arts, environmental advocacy, and urban planning.

We are currently seeking a full-time real estate project manager for our 2 Kingsland Avenue location in Williamsburg, Brooklyn.

### What you'll do:

As the real estate project manager is responsible for overseeing all phases of real estate development for multiple affordable housing new construction and rehabilitation projects from project inception through construction completion and stabilization under the direction of the director of real estate development.

### Responsibilities:

1. Perform development site analysis including zoning, site capacity, program options, & financial feasibility.
2. Create financial model for all types of real estate transactions including development budget, construction and permanent funding sources, operating budget, cash flow statement, and construction closing schedules.
3. Assemble and manage development team including project architect, engineers, general contractor, lenders, legal counsel, and consultants.
4. Review and negotiate engagement contracts, lender and syndicator letters of interest (LOIs), all construction closing legal documents, and agency regulatory agreements.
5. Carry out due diligence of development sites including ordering and analyzing appraisals, inspections, preliminary title reports, environmental reviews, and market analyses.
6. Oversee development activities including but not limited to the site and building design, managing community and tenant relations, and obtaining elected officials' support.
7. Coordination of project acquisition, pre-development, construction, and permanent financing including the preparation of applications for conventional debt, tax-exempt bonds, LIHTC equity, Reso A funds, grants, and agency subsidy funds.
8. Monitor development project during construction, manage construction issues and change orders, prepare monthly status reports, and submit monthly construction requisitions.
9. Respond to Request For Proposals (RFPs) for housing and community development projects.

### What we are looking for:

- min. BA/BS degree with 2+ years of work experience in a real estate development or related field
- experience with project coordination: managing clients and consultants; meeting project deadlines; and managing communication with government agencies
- entrepreneurial in identifying problems and obstacles and proposing solutions based on independent research and analysis to the Housing Development team
- experience in real estate development, urban planning, architecture, construction, finance, property management, community development strongly preferred – familiarity with city, state, and federal affordable housing programs and policies
- excellent oral and written communication skills, computer expertise (Word & Excel), ability to work on several projects simultaneously and independently
- bi-lingual Spanish-English Language - a plus

### What's in it for you:

- compensation range: \$80K–\$90K per year (*The actual compensation will depend on a variety of job-related factors which may include geographic location, work experience, education, and skill level.*)
- competitive benefits package (medical, dental, vision, 401K)
- 12 company paid holidays; paid vacation, sick, and personal time off
- learning & development opportunities and access to wellness programs

### How to apply:

Applicants should send a resume with cover letter indicating salary requirements to St. Nicks Alliance, Attention: Real Estate Project Manager Search to [reddev@stnicksalliance.org](mailto:reddev@stnicksalliance.org)

St. Nicks Alliance is an Equal Opportunity Employer. We consider applicants for all positions without regard to race, color, national origin, religion, sex, gender identity, age, disability, alienage or citizenship status, ancestry, marital status, sexual orientation, veteran status, or any other status or characteristic protected by applicable federal, state or local laws.

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