

## Senior Real Estate Project Manager

### 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 senior real estate project manager** for our 2 Kingsland Ave location in Williamsburg, Brooklyn.

### What you'll do:

The senior real estate project manager is a critical, highly responsible role that owns and drives multiple affordable housing projects (new construction and rehabilitation) through all phases—from inception to stabilization. This role requires a proficient, independent leader who is ready to take direct ownership of this significant pipeline, reporting to the director of Real Estate Development.

### Responsibilities:

#### I. Strategic Leadership & Financial Oversight

- Contributes to the long-term strategy of the Real Estate Development department by directing and executing the strategic pursuit of new development opportunities, including leading all major RFP responses
- Sources and negotiates private and public capital terms for acquisition, pre-development, construction, and permanent financing
- Builds and manipulates complex financial models to create feasible projects, including the development budget, construction and permanent funding sources, operating budget, and cash flow statements
- Evaluates due diligence materials (appraisals, inspections, title reports, environmental reports, and market analyses) as they relate to project feasibility and financing
- Reviews and negotiates engagement contracts, lender and syndicator Letters of Interest (LOIs), all construction closing legal documents, and agency regulatory agreements

#### II. Project Execution and Risk Management

- Leads the assessment of potential development opportunities, focusing on complex or critical tasks, including analysis of zoning, site capacity, and program options
- Functions as the primary decision-maker for complex project obstacles, proactively identifying and mitigating critical risks related to budget, schedule, or compliance
- Develops comprehensive project schedules for site and building design, construction, and occupancy
- Selects and manages the work of the entire development team, including project architects, engineers, general contractors, lenders, legal counsel, and consultants
- Leads regularly scheduled project oversight meetings and ensures the development team meets all established timetables.
- Manages communication with government agencies and senior management

#### III. Construction & Community Impact

- Ensures robust community engagement and alignment throughout the development process, acting as a primary liaison between St. Nicks Alliance and local community boards/organizations to secure project support
- Develops and maintains relationships with internal departments, joint venture partners, community groups, and elected officials
- Serves as a mentor and subject matter expert for project managers, fostering professional growth within the team
- Manages construction site meetings, resolves construction issues, and approves change orders
- Prepares monthly status reports and submits monthly construction requisitions

**What we are looking for:**

- Master's degree preferred or BA/BS with 5+ years in a related field and substantial experience in real estate development, urban planning, architecture, construction, finance, property management, or community development degree
- Proficient real estate project manager with proven ability to manage clients and consultants; meet project deadlines
- Advanced analytical and quantitative skills are required to identify problems and obstacles, and propose solutions based on independent research and analysis
- Fluency with city, state, and federal affordable housing programs and policies
- Highly organized, detail-oriented, and self-motivated
- Demonstrated ability to work on several projects simultaneously and independently
- Excellent oral and written communication skills and computer expertise (Microsoft Word & Excel)

**What's in it for you:**

- compensation range: \$125,000-\$145,000 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 a cover letter indicating salary requirements to [reddev@stnicksalliance.org](mailto:reddev@stnicksalliance.org), with the subject line "Attention: Senior Real Estate Project Manager Search."

*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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