

Position: Real Estate Project Manager

Reports to: Comprehensive Community Development Director

Work Schedule: 40 hours/week

Location: Baltimore, Maryland

FLSA Classification (Exempt or Non-Exempt): Exempt

Position Summary

The Real Estate Project Manager is responsible for all aspects of assigned real estate development projects. The Real Estate Project Manager will report to the Comprehensive Community Development-Director (CCD-D). The Real Estate Project Manager shares Neighborhood Housing Services of Baltimore, Inc. (NHS) high standards for community revitalization, and demonstrates an interest in testing new models and approaches with an emphasis on results. The Real Estate Project Manager manages multiple priorities and assignments in a fast-paced environment. They have strong analytic and organizational skills, initiative, and persistence, and work well independently and as part of team. Because NHS expects to acquire and develop additional properties in the coming years, the Real Estate Project Manager will need to be able to adapt to an evolving set of property management responsibilities.

ESSENTIAL FUNCTIONS

- Identify and research potential sites for acquisition; assist with securing site control.
- Conduct project feasibility analysis and due diligence and develop recommendations on business decisions for the CCD-Director and NHS senior staff.
- Assemble and manage a partner development team, including design, construction, and development consultants; negotiate contracts and coordinate the development team throughout the real estate acquisition and rehabilitation process.
- Coordinate permitting with municipal officials, legal counsel, and architects; manage community process with CCD Community Engagement staff.
- As needed, collaborate with NHS Senior Director of Resource Development in the preparation of pertinent proposal and application materials in the effort to secure funding commitments for the program.
- Coordinate NHS property closings and property acquisitions.
- Select and implement appropriate construction management approach, including post construction walk throughs, on a project-specific basis; manage and oversee the approach selected.
- Monitor project progress including schedule and budget variances.
- Prepare requisitions and reports required by funders, investors, and internal management.
- Coordinate project marketing/occupancy in conjunction with property management staff.
- Participate in cross-team work to implement the organization's mission.
- Additional project management activities as required.
- Assist in the continued development of processes, policies, and procedures that will improve real estate department's overall performance.
- Assist in planning the department's annual and five-year strategic plans and other related organizational documents.
- Attend networking events on behalf of NHS represent them at community and industry meetings.

SKILLS, KNOWLEDGE, AND ABILITIES REQUIRED

- Excellent written and verbal communications.
- Strong analytic skills.
- Quantitative skills, and interest in working with numbers and budgets; experience with financing sources for affordable housing is strongly preferred.
- Ability to organize work, work independently, problem-solve, and be persistent is essential.
- Demonstrated ability to manage productive relationships with development team members, public officials, funders and lenders, other staff, and the community.
- Proven experience building trusting relationships across race, ethnicity, class, and generation.
- Prior personal or professional experience in the agency's geographic area is an asset.
- Willingness to work a flexible schedule, including occasional evenings.

TECHNICAL SKILLS

- Computing skills, including experience with MS Excel, Word, and PowerPoint; experience with GIS and Adobe Design desirable.

EDUCATION

- 3+ years of experience in real estate project management, finance, or construction management preferred.
- College Degree in a relevant field preferred.
- A combination of relevant professional experience and education may be considered.

MANAGEMENT/SUPERVISORY RESPONSIBILITIES

This position will not require supervision

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT

Ability to navigate an active construction site safely. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Though most of the duties will take place in an office environment, there may be times when an inspection of a property during various stages of rehab might be necessary.