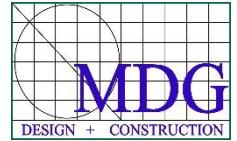


Job Title: Development Project Manager
Job Location: Downtown Manhattan Office or Huntington Office
Contact: Sandra Lew, Human Resources Manager – slew@MDGNY.com
Reports to: President of Development, Chief Executive Officer, Principals



Position Summary: MDG Design and Construction, LLC is seeking a Development Project Manager to oversee the development of various affordable housing projects from inception through final lease-up. The Development Project Manager is expected to coordinate all parties in each stage of development. As a developer / contractor, MDG has completed over 17,000 quality affordable units to New Yorkers in over 750 buildings. MDG's 25-year track record of success depends on its people-first philosophy that has led MDG to become one of the most respected and innovative developers in New York.

Job Responsibilities:

- Manage and track predevelopment costs and budgets.
- Project development cash flow and determine capital requirements from private lenders, equity providers, and government subsidy.
- Seek out and complete RFP and RFQs aligning with MDG's strengths
- Establish strong relationships within the industry
- Prepare reports and presentations as needed to communicate with clients and community stakeholders as needed
- Coordinate project team including but not limited to internal staff, development partners, attorneys, contractors, government agencies, accountants, and managing agents.
- Review and negotiate relevant legal documentation with approval as needed from senior management.
- Determine realistic project plans and specs with architect and engineers.
- Create a timeline outlining the development project and track design, funding, and construction milestones as needed.
- Identify potential real estate development and partnership opportunities aligning with MDG's strengths.
- Underwrite and project the opportunity as a viable project.
- Report to senior management to determine final approval for development opportunity.

Preferred Background and Skills:

- Expertise in real estate development with knowledge of tax credits and affordable housing programs is preferred.
- Ability to lead a development team of internal and external partners.
- Organizational skills under pressure involving keeping track of all project-related responsibilities and prioritizing demands and tasks.
- Demonstrated understanding of project pro forma for residential and mixed-use real estate transactions.
- Strong entrepreneurial and analytical skills.
- Solid interpersonal and presentation skills.

Education:

- Bachelors degree required at minimum.

Years of Required Experience:

- At least four years of experience in a real estate development related position, preferably in affordable housing.

Please submit résumé with cover letter including a brief description of interest to Sandra Lew at SLew@mdgny.com.