REAL ESTATE DEVELOPMENT PROJECT MANAGER

St. Nicks Alliance is increasing the staff responsible to implement a pipeline of projects which will create or preserve more than 1,200 affordable housing units. We are hiring a Real Estate Development Project Manager responsible for overseeing all phases of real estate development for 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 models for all types of real estate transactions including development budget, construction and permanent funding sources, rent roll, operating budget, and cash flow statement.
3. Assemble, negotiate engagement contracts, and manage development team including project architect, engineers, general contractor, legal counsel, and environmental and geotechnical consultants.
4. Carry out due diligence of development sites including ordering and analyzing appraisals, site inspection reports, title reports, environmental studies, and market analyses.
5. Manage community and tenant relations, and obtain elected officials support.
6. Coordinate financing for project acquisition, pre-development, construction, and permanent including the preparation of applications for conventional debt, tax-exempt bonds, LIHTC equity, Reso A funds, grants, and agency subsidy funds. Negotiate lender’s term sheets and syndicator’s letters of interest.
7. Review and negotiate all construction loan closing legal documents and agency regulatory agreements.
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.

Qualifications:

1. Min. BA/BS degree with 3 - 5 years of work experience in real estate development, urban planning, architecture, construction, finance, or asset management strongly preferred.
2. Experienced project manager skilled at managing development teams, meeting project deadlines, overseeing several projects simultaneously and independently.
3. Tactical in identifying obstacles and proposing solutions based on independent research and analysis.
4. Fluency with city, state, and federal affordable housing programs and policies and ability to effectively communicate with agency stakeholders.
5. Excellent oral and written communication skills with the ability to manage public and private stakeholder expectations.
6. Bi-lingual Spanish-English Language - a plus.

**Compensation:** $80,000 to $95,000, commensurate with experience; Health, Dental and other fringe benefits

If interested, please send resume and cover letter indicating salary requirements to:

St. Nicks Alliance  
Attn: Real Estate Project Manager Search  
2 Kingsland Ave, Brooklyn, NY 11211  
Email: redev@stnicksalliance.org

St. Nicks Alliance and its affiliates are Equal Opportunity Employers.

St. Nicks Alliance is a 45+ year old not-for-profit community organization focusing primarily on neighborhoods in North Brooklyn. Its programs impact more than 17,000 residents annually in the areas of: Housing development and management; Tenant assistance; Workforce Development; Youth and Education; Senior Services and Healthcare.