About HomeBase Cincinnati:

**Our Mission:** We strengthen organizations that enhance neighborhoods through community building, housing, and economic development.

**Our Vision:** A Greater Cincinnati with thriving communities built upon strategic social and economic investment

**Our Slogan:** Community development starts here!

**Job Description:**

This position is to support our Tier 3 and 4 CDCs that we have identified that need assistance and capacity support to help with planning and execution of projects for our neighborhoods. The Project Manager will communicate with CDCs’ Board, Staff, and Clients. Project manager will make decisions and monitor the progress of multiple projects on an ongoing basis, while keeping a schedule of timelines and deliverables.

**Project Manager Duties & Responsibilities:**

Important responsibilities of the Project Manager include:

- Creating long and short-term plans; including- setting targets for milestones and adhering to deadlines.
- Communicating with Executive Directors or the Board to keep the project aligned with their goals.
- Performing quality control on the project throughout development to maintain the standards expected.
- Adjusting project schedules and targets as needed.
- Developing relationship with City Officials, Private Developers, and other potential partners.
- Assembling complex financial packages using multiple finance sources; including- government sources, banks, CDFI, tax credits, private equity.
- Providing technical assistance to CDC members; including- community programming, events and other activities as needed.
- Assisting with the real estate programs/projects in key neighborhoods as assigned.
- Helping establish new real estate programs/projects in key neighborhoods as assigned.
- Overseeing real estate feasibility activities.
- Coordinating and monitoring contractors including architects and construction managers.
- Monitoring budgets for projects in the pipeline Serving as a point of contact for teams when multiple units are assigned to the same project to ensure team actions remain in synergy

**Qualifications and Education Requirements:**

- Minimum of five years of real estate project management experience, specifically in development finance, real estate development, real estate finance, or community development required.
- Extensive experience working as a team player with a variety of partners, organizations, and stakeholders.
- Experience working with public-private real estate projects is preferred.
- Proficient knowledge of MS Word, Mastery of MS Excel, experience working in Adobe InDesign, Adobe Illustrator, and GIS mapping software.
- Excellent written and oral communication skills and demonstrated public presentation skills
- Leadership experience involving program and organizational oversight, neighborhood redevelopment, and community engagement.
- Must be an initiative-taker who can work independently and efficiently.
- Exhibit a broad understanding of urban real estate development and the urban retail market.
- Time management skills: ability to oversee multiple projects, meet deadlines, and function independently and efficiently in a fast-paced, environment.
- Experience in problem solving with the ability to recognize issues and deal with them directly.
- When needed, must be able to work evening and weekends plus holidays to successfully manage projects and community engagement activities.
- Ability to visit construction sites/hard hat areas, including walking and maneuvering on uncompleted floor surfaces, among construction materials and debris, and climbing stairs and ladders.
Working at HomeBase:

- Flexible schedule
- Generous amount of time off
- Paid holidays
- Supportive board of directors and staff

Please submit resumes to: info@homebasecincy.org