Lawrence CommunityWorks
Real Estate Project Manager

Lawrence CommunityWorks (LCW), a nonprofit community development corporation working in Lawrence, Massachusetts, seeks a seasoned Project Manager to work in our real estate department. This position will support efforts to advance housing and economic development goals in the City of Lawrence.

LCW is a dynamic, multi-faceted organization working with our resident and stakeholder members to transform the physical, economic, civic, and social landscape of Lawrence, a struggling but vital former mill City with a large immigrant and Latino population. We are creating a growing network of residents engaged in building family and community assets, providing each other with mutual support, and taking collective action towards the revitalization of the City.

LCW seeks an experienced and dedicated Project Manager to work on affordable rental and mixed-use development projects. S/he will work under supervision of the Director of Real Estate Development.

Responsibilities include:

- Coordinate planning and development of all aspects of residential real estate project development, from acquisition and financing through development and lease-up.
- Actively participate in visioning and strategizing about neighborhood development goals and priorities, including housing and commercial development.
- Hire, manage and coordinate work of project architects, engineers, development consultants, attorneys and other development professionals.
- Coordinate community planning, permitting, zoning, bidding, and contractor selection.
- Develop and manage project budgets.
- Prepare funding applications for predevelopment, construction and permanent financing.
- Oversee, negotiate and coordinate project finance closings.
- Provide project management services during the construction phase, including preparing requisitions.
- Assist in marketing and lease-up of commercial projects, including identifying, recruiting, and securing tenants.
- Manage the development of appropriate partnerships.
- Assure timely close-out of projects.
- Provide staffing support to relevant boards and committees.
- Coordinate efforts with other LCW departments as necessary.
- Complete other related duties as assigned.

Qualifications:

- Excellent organization skills
- Robust attention to detail and follow through necessary
- Strong writing skills
- Excellent Excel and budget skills
- Skilled at establishing priorities and managing workload
- Experience with affordable housing and other real estate financing sources, both public and private
- Team player; creative, innovative, flexible & enthusiastic self-starter who can also work independently
- Willingness to work on community planning of, and engagement in, real estate projects
- Willingness to participate in non-real estate related organizational initiatives
- Bachelor’s degree and a minimum of 5 years of experience in real estate development or financing
- Credentials in a related field may be substituted for some of the experience required
- Bilingual/bicultural in Spanish/English a plus
- Ability to work at least partially remotely is currently necessary, but the job will require some in-person and on-site presence

Salary: Commensurate with experience and skills.

Please send resume/cover letter to: N. Pagan, Human Resources: npagan@lawrencecommunityworks.org or recruiting@lawrencecommunityworks.org