

Lawrence CommunityWorks Real Estate Project Manager

Lawrence CommunityWorks (LCW), a nonprofit community development corporation working in Lawrence, Massachusetts, seeks a 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 have a number of large and complex affordable rental and mixed-use development projects in our pipeline, and seek a motivated and dedicated Project Manager to support the successful development of these projects. S/he will work under supervision of the Director of Real Estate Development.

Responsibilities include:

- Actively participate in visioning and strategizing about neighborhood and property development goals and priorities, including housing and commercial development.
- Support coordination of planning and development of all aspects of residential real estate projects, from acquisition and financing through development and lease-up.
- Help 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.
- Support, negotiate and coordinate project finance closings.
- Provide project management services during the construction phase (for whole projects as well as fit-out of tenant spaces within projects), 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:

- Strong organizational skills, including establishing priorities and managing workload;
- Great attention to detail, tenacity, and follow-through necessary;
- Strong writing skills;
- Strong Excel and budget skills;
- Experience with affordable housing, other real estate financing sources, public & private, a plus;
- Team player; creative, innovative, enthusiastic self-starter who can also work independently;
- Ability to respond to unexpected changes quickly and efficiently;
- 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 2 years of experience in real estate development or financing preferred;
- Bilingual/bicultural in Spanish/English a plus.

Salary: Commensurate with experience and skills.

Please send resume/ cover letter to: N. Pagan, Human Resources ♦ Lawrence CommunityWorks ♦ 168 Newbury Street ♦ Lawrence, MA 01841 ♦ recruiting@lawrencecommunityworks.org