

Real Estate Project Manager

The **Real Estate Project Manager** is responsible for assisting in overseeing all phases of real estate housing development from project inception through construction and occupancy under the direction of the Deputy Director of Housing Development.

Responsibilities

1. Coordination of affordable housing or community development projects from initial planning through construction completion; that includes vacant and occupied building rehabilitation, new construction, multi-family rental and home ownership projects.
2. Assist in the analysis of potential development sites: land-use, site capacity, target population, program elements, and financial feasibility.
3. Coordination of project development team: consultants, architects, contractors, etc.
4. Coordination of project financing, legal closing, and construction management.
5. Assist in writing funding proposals for housing and community development projects.

Qualifications

1. Min. BA/BS degree with two plus years of work experience.
2. Experience with project coordination: managing clients and consultants; meeting project timeline deadlines; and managing communication with government agencies.
3. Entrepreneurial in identifying problems and obstacles and proposing solutions based on independent research and analysis to the Housing Development team
4. Experience in real estate development, urban planning, architecture, construction, finance, property management, community development strongly preferred – familiarity with city, state, and federal affordable housing programs & policies a plus
5. Excellent oral and written communication skills, computer expertise (Word & Excel), ability to work on several projects simultaneously and independently.
6. Bi-lingual Spanish-English Language - a plus

Compensation: commensurate with experience; Health, Dental and other fringe benefits

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

St. Nicks Alliance
Housing Development Intern Search
2 Kingsland Avenue
Brooklyn, NY 11211
Fax: 718-486-5982
Email- cvasquez@stnicksalliance.org

St. Nicks Alliance and its affiliates are Equal Opportunity Employers

St. Nicks Alliance is a 36 year old not-for-profit community organization focusing primarily on the Williamsburg-Greenpoint neighborhoods in Brooklyn. Its programs impact more than 10,000 residents annually in the areas of: Housing development and management; Tenant assistance; Workforce Development; Youth and Education; Economic Development and Healthcare.