



Real Estate Project Manager Job Description

THE OPPORTUNITY

Reinvestment Partners is seeking a Real Estate Project Manager to join our team in Durham, NC. The primary job responsibilities will be to plan, coordinate, implement and manage all activities related to the development of affordable housing from acquisition through construction completion and permanent loan conversion.

Reinvestment Partners is a nonprofit agency based in Durham, North Carolina, with a mission to foster healthy and just communities by empowering people, improving places, and influencing policy. We address the problems of poverty and social injustice in the areas of food, housing, community development, health, and financial services. Our real estate portfolio includes affordable multifamily properties and small commercial properties.

The Real Estate Project Manager is a full-time position located in Durham, North Carolina. Salary range is \$75,000 - \$85,000 annually and benefits include health, dental, vision, and retirement benefits.

RESPONSIBILITIES

- Supports the Real Estate project development group as they seek new opportunities including general construction advice, site visits, budgeting, solicitation of budget estimates from contractors, and solicitation of feasibility studies from design professionals.
- Evaluates the feasibility of potential development opportunities; conceptualizes a development program in concert with organizational mission and goals and makes recommendations to supervisor and senior team.
- Plans and implements review of all financial and physical due diligence needed to safeguard the organization's investments in real estate.
- Prepares and monitors project budgets and cash flow projections in collaboration with real estate team; Establishes and monitors time and cost schedules.
- Researches sources of funding and prepares and submits funding applications in order to secure funding to support predevelopment, construction and permanent phases for development.
- Represents the Organization to stakeholders and the general public. Attends and participates community and government organization meetings as needed.
- Implements an approved selection process to recommend the hiring of development team members, contract consultants and financial partners appropriate to the subject project.
- Strategizes and participates with supervisor in the negotiation, coordination and preparation of various development-related contracts.
- Manages the design and construction teams including architects, general contractors, engineers, construction managers and other consultants to ensure adherence to project budget and schedule, cost containment and quality control. Resolves related problems and concerns.

Conducts and arranges regular site inspections and construction draw meetings. Personally inspects active construction projects.

- Prepares and presents progress reports to supervisor, senior team, board of directors, board committees, and others as requested.
- Coordinates transfer process with Asset Management and Property Management staff after completion of construction and/or acquisitions of existing residential.
- Other tasks as assigned related to real estate development, policy development, organizational budgets, planning and administration.

KNOWLEDGE, ABILITIES AND SKILLS

- Ability to plan and manage the development of multifamily real estate projects. Knowledge of project management tools and principles.
- Strong analytical abilities, computation, negotiation and problem-solving skills.
- Ability to make public presentations and to work successfully with community groups, government and private lenders, and low-income tenants.
- Knowledge of budgets and finance and cost management.
- Familiarity with various funding sources and application processes for affordable housing development.
- Basic knowledge of building construction. Ability to track and manage construction projects, subcontractors and project development participants.
- Strong written and verbal communication skills.
- Ability to work independently as well as with teams.
- Strong computer skills in office automation and various software applications using spreadsheets, word processing, and databases including MS Office Excel, Word, PowerPoint and Project Manager and Adobe.

QUALIFICATIONS

- Bachelor's degree or equivalent relevant experience required. A degree in Construction Management, Engineering, Architecture or Real Estate a plus.
- 4 years of experience in real estate construction.
- Project management, design, and construction management experience and skills involving development projects of significant size, complexity, and of institutional quality.
- Ability to analyze documents and manage construction budgets and cash flow related to development projects.

To apply send your cover letter and resume to jobs@reinvestmentpartners.org

Reinvestment Partners is committed to providing equal employment opportunities to all persons, regardless of race, religion, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression (including transgender status), age, sexual orientation, military and veteran status, class or family status.