

SENIOR PROJECT MANAGER JOB ANNOUNCEMENT

POSITIONAL OVERVIEW AND RESPONSIBILITIES - The Senior Project Manager is a dynamic leader on our small team who will lead complex real estate and community development initiatives for the Cambridge Redevelopment Authority (CRA). The Senior Project Manager works collaboratively as part of the CRA's Planning and Development team, designing and leading the due diligence, planning, and implementation of a variety of real estate and community infrastructure projects. This position reports to the Director of Projects and Planning. While there is no typical day, examples of the kinds of activities the Senior Project Manager will support include:

- Leading mission-driven residential and commercial real estate projects, often in coordination with a local partner,
- Planning, developing, and implementing community infrastructure projects and initiatives, including open space and transportation facilities,
- Facilitating new neighborhood investment strategies consistent with the CRA's Strategic Plan including grant programs for local organizations,
- Conducting outreach to diverse stakeholder groups and strategic partners to identify new projects, and
- Communicating about the work with a range of audiences, via written materials, CRA website content, public meetings, and at other community events.

The Senior Project Manager's work is done indoors in a professional office setting in Kendall Square, as well as outdoors at various local project and meeting sites. This role requires attendance at some evening meetings. It is a full-time position with a 37.5-hour work week. The CRA operates within a permanent hybrid office and remote work structure where 60% of working hours are spent in the office or at project sites.

QUALIFICATIONS

- A Bachelor's Degree is required. An advanced degree or certificate in Real Estate Development, Business, Urban Planning, Public Policy, or a related field is preferred.
- Five (5) years minimum experience in real estate development, affordable housing, community development, economic development, or urban planning.
- Successful candidates will have demonstrated experience with the execution of complex affordable housing development and finance projects and/or other mission-driven real estate development and finance.
- Experience supervising staff and/or interns, including ongoing and periodic evaluation.
- Demonstrated ability to manage complex projects; with levels of increased responsibility throughout career.
- Demonstrated leadership skills, facilitating cooperation and collaboration among cross-disciplinary teams.
- Demonstrated skills in project implementation, including managing a project budget and overseeing consultant teams.
- Proficiency with software like the Microsoft Office suite and Google platforms.
- Skills in public speaking and community relations, including the ability to clearly convey complex projects.
- Demonstrated professional experience working with a diversity of residents and community groups in planning processes and/or development projects.
- LEED certification is a plus.

Compelling candidates will bring most of the following qualities:

- **Organized and Collaborative:** You are a team leader, comfortable with problem-solving, analysis, decision-making, and multi-tasking various responsibilities.
- **Passion:** You are compelled to do work that matters. You are interested in urban communities, public infrastructure, and how cities work. You have professional and/or volunteer experience working with mission-driven organization(s) that address social or economic needs.
- **Commitment to Equity:** You seek to understand the structures that prevent equity across race, gender, income, ability, and other areas, and are intentional in working to advance equity.
- **Communication Skills:** You are a strong communicator when speaking and writing. You interact with a range of audiences clearly and sensitively, including while facilitating public meetings, drafting memos for the Board, and speaking with partners one on one.
- **Learner:** You love to learn and reflect on personal and technical areas of strength and growth. You share your learning by suggesting improvements in process.
- **Initiative:** You demonstrate the ability to work under your own initiative directing the work of technical teams and conducting outreach in the community.

ORGANIZATIONAL OVERVIEW - The Cambridge Redevelopment Authority is committed to implementing creative development projects and initiatives that promote social equity and environmental sustainability. As a real estate entity that works in the public interest, we offer distinctive public investment tools and a human dimension to our projects and partnerships throughout the city. This mission requires the CRA to be both nimble and strategic in taking on new projects and initiatives. In recent years, the CRA has completed the Foundry Demonstration Project, amended the Kendall Square Urban Renewal Plan (KSURP), initiated the Forward Fund nonprofit grant program, and purchased and renovated the nonprofit office building at 99 Bishop Allen Drive, among other efforts. Current project priorities include the development of affordable homeownership projects, the preservation of commercial spaces that advance economic opportunity, and the delivery of vital community infrastructure including transportation facilities.

The CRA knows that diversity, equity, and inclusion make us stronger as individuals, organizations, and a society. Our work requires understanding of the problems that cities face and the impact of our interventions on residents and communities. The CRA provides a flexible, supportive, and family- friendly work environment and supports all staff in implementing their work, including people with disabilities. We are also committed to a work culture that values the commitments employees have to their families, including members of all generations.

COMPENSATION - Salary range is \$105,000 - \$120,000 based on skills and experience. Our benefit package includes health insurance, dental insurance, paid time off, professional development stipend, transit subsidy, partial cell phone service subsidy, and membership in the Cambridge Retirement System.

APPLICATION - Respond no later than 5:00 PM on Monday, February 26, 2024 by uploading your application consisting of your cover letter and resume (maximum of one page for each document) through the CRA's careers portal located at <https://www.cambridgeredevelopment.org/open-employment-positions>. The CRA is an Equal Opportunity/Affirmative Action employer and values diversity of experience, opinion, and approach.