

East Liberty Development, Inc. (ELDI)

Real Estate Development

*This non-profit, community-development organization seeks experienced and motivated candidates for **Project Manager - Real Estate Development**. Five (5) years or more of experience in community development, real estate development, or a related field is preferred.*

Job Description: Project Manager - Real Estate Development

01/2020

PURPOSE & AUTHORITY

ELDI operates as a real estate developer by acquiring vacant land and blighted properties in the East End of Pittsburgh and developing these properties for market-rate and affordable housing. There are three key principles to this process: 1) remove negative landlords and property owners from the neighborhood; 2) invest in good neighbors; and 3) maintain a higher standard of maintenance for properties being held for future development.

The Project Manager will assist the **Director of Real Estate Development** in the management of a comprehensive real estate development service provider within ELDI to implement new construction and renovation of development projects in East Liberty and other Pittsburgh East End neighborhoods.

The Project Manager will assist with the completion of a broad range of development initiatives, including rental and for-sale, market rate, affordable, and special needs residential and retail development. This person will also work effectively with community-based organizations, the City of Pittsburgh, the Urban Redevelopment Authority, financial institutions, architects, engineers, contractors, consultants, and other partners.

ESSENTIAL DUTIES & RESPONSIBILITIES

Real Estate Development Project Management

- Research potential development sites and market data to generate strategy including reviewing internal processes and criteria for project selection
- Assist in site assembly and acquisition of real estate
- Assess repair needs of portfolio properties, scoping work, identifying financing, selecting and managing contractors, and verifying completing of work, ultimately developing and implementing a Property Management & Maintenance Protocol for all lots and structures held for future development
- Anticipate potential problems and unforeseen issues to define appropriate project design, financing and other approaches
- Develop RFPs for all design and construction projects, oversee bidding and procurement process, secure and manage professional service providers related to real estate development (architects, surveyors, engineers, contractors, etc.), plus manage contracts
- Generate pre-development and construction schedules and budgets plus project operating pro formas and verify adherence to said schedules and budgets
- Collaborate with project liaison staff from banks, government, private developers, foundations, and neighborhood groups to fund the projects
- Work with Real Estate Department staff to prepare and submit funding proposals, applications, and reports for acquisition, predevelopment, and development subsidy
- Coordinate project team meetings during predevelopment and construction
- Manage project financial accounts, including a thorough understanding of project revenues and expenses
- Manage the cash flow of development projects, ensuring timely loan draws and inspections to assist the organization in effectively managing cash flow
- Monitor compliance and oversee reporting for all public and private funder requirements, including M/WBE, Prevailing Wage, Section III, etc.
- Manage contractors in collaboration with the ELDI Construction Manager, limiting change orders to less than 5% of construction budget
- Create and/or coordinate marketing efforts for development projects
- Coordinate closing process and sale of owner-occupied home

External Relationships/Partner & Community Engagement

- Develop and maintain partnerships with public and private funders, lenders, real estate industry partners, governmental entities, non-profit and private developers, etc. with other Real Estate Department members
- Build and sustain partnerships to secure new and ongoing sources for acquisition, predevelopment, and development subsidy
- Develop relationships and facilitate community engagement around development projects
- Develop relationships in the community and surrounding area for project development services in collaboration with partnering organizations
- Proactively address community feedback

Administration & Operations

- Identify future development opportunities and conduct feasibility assessments of potential projects
- Implement Real Estate Department policies, procedures, systems, and mechanisms to track and report progress and outcomes
- Attend required staff, committee and board meetings; assist with the taking of minutes, preparing of reports, and setting of agendas.
- Maintain organizational records, files, and databases
- Maintain a professional understanding of current real estate market trends and market conditions across a diverse set of neighborhoods
- Maintain a professional understanding of construction practices and methods applicable to current and future projects
- Maintain and develop a practical understanding of real estate law as it relates to relevant project phases and appropriate risk mitigation strategies for different projects and situations.
- Assist in generating strategies to maximize the utilization of internal resources including tracking for allocation of staff resources to projects
- Assist other staff members with day-to-day office administration
- Assist Director of Real Estate Development in operational fundraising activities
- Undertake other tasks as directed by the Director of Real Estate Development

Strategy Development & Implementation

- Assist in crafting goals and creating strategies by which the Real Estate Development staff can support the organization's goals.
- Assist in the developing strategies for property acquisition, site control, and the scheduling and implementation of multiple projects in the context of meeting ELDI's financial and mission-based goals.
- Support generating strategies to maximize revenues through project and fee income and to build organizational equity

QUALIFICATIONS

Basic Requirements

- Bachelor's degree, preferably in architecture, engineering, urban planning, finance, or related degree; experience in lieu of a college degree will be considered
- Preferred five (5) years of experience in the real estate development field, ideally in the areas of acquisition, design, budgeting, financing, construction, marketing, and project management experience is preferred, even better if in the Pittsburgh region
- Demonstrated commitment to neighborhood development preferred
- Strong budgeting, accounting, and financial management expertise
- Experience with various public funding programs (i.e. – HOME, CDBG, PHARE, etc.) is beneficial
- Ability to work effectively and efficiently on multiple tasks and projects
- Proficiency in MS Office suite required; experience with GIS and/or project management software a plus
- Reliable transportation to travel to/from job sites
- Ability to work independently and collaboratively in a small, non-profit environment
- Flexible working hours, including the ability to occasionally work on evenings and weekends as necessary

Decision-Making Skills

- Ability to exercise sound judgment concerning budget expenditures; funder, community and political relationships; partnership arrangements with local organizations
- Relates and compares data from different sources, identifies issues, secures relevant information and identifies relationships
- Establishes a course of action for self and/or others to accomplish a specific goals
- Planning proper assignments of team members and self plus appropriate allocation of resources

Personal Skills

- Community-motivated, articulate, and efficient self-starter with demonstrated analytical, organizational, customer service, problem solving and implementation skills
- Understanding of and sensitivity to development issues in the communities and surrounding areas
- Sensitivity in dealing with minority issues and proven ability working with diverse communities and neighborhood organizations
- Ability to communicate effectively and professionally, both orally and in writing, especially within diverse populations
- Strong group facilitation and presentation skills
- Ability to work collegially with all staff members and participate creatively, energetically, and cooperatively in advancing the overall mission of the organization
- Flexible and adaptable to change
- Sets high goals and standards of performance for self –growth
- Maintains and promotes social, ethical, and organizational norms in conducting internal and external business activities
- Positive and professional attitude; strong work ethic

SALARY & BENEFITS

This is a full-time exempt position and reports to the Director of Real Estate Development. The salary range is competitive, commensurate with experience. Employees are eligible for performance bonuses. ELDI offers comprehensive employee benefits, including medical, dental, and vision insurance for staff and family members, retirement plan contribution, and generous paid time off.

East Liberty Development, Inc. is an equal opportunity employer, committed to hiring and supporting a diverse workforce. Qualified individuals who bring diverse perspectives and represent marginalized communities are especially encouraged to apply.

Organizational Background: <https://www.eastliberty.org/about-eldi/>