



DEVELOPING THRIVING COMMUNITIES

Project Manager/Senior Project Manager – Real Estate Development
Salary Range \$65,000-\$80,000/\$85,000-\$100,000 with benefits, exempt
Hybrid Position: Remote + Onsite at Various Properties within Service Area

DevNW, our CDFI partner, Community Lending Works (CLW), and construction partner, Neighborhood Building Corporation (NBC), are fostering vibrant, inclusive communities by prioritizing housing, asset development, wealth building, and small business development. To do this work we are deconstructing pervasive systems of oppression such as racism, classism, or sexism that maintain persistent disparities and perpetuate deep imbalances in power, opportunity, and wealth.

We are seeking a highly organized and motivated **Project Manager** or **Senior Project Manager** to join our team. This is a unique opportunity to lead impactful projects in affordable housing development—both homeownership and rental—as well as commercial and mixed-use projects that enhance our communities. Depending on the candidate's qualifications, this role will be classified as either Project Manager or Senior Project Manager.

It is CRITICAL that you have...

For Project Manager:

- Minimum of 2 years of experience in real estate development or project management, preferably in affordable housing.
- Familiarity with affordable housing financing tools such as LIHTC, HOME, and CDBG.
- Strong organizational skills and ability to manage multiple priorities effectively.
- Proficiency in Microsoft Office, Adobe Acrobat, Zoom, and Teams.
- Experience coordinating with public agencies, community groups, and stakeholders.
- Understanding of the principles of sustainable and energy-efficient design in housing.
- Ability to prepare and analyze budgets, project schedules, and financial projections.

For Senior Project Manager:

- Minimum of 5 years of progressively responsible experience in real estate development, including leadership roles.
- Deep understanding of the full development process, including land use, entitlements, permitting, and design-build management.
- Expertise managing large, multifaceted projects with diverse funding sources.
- Proven ability to secure and manage public and private financing for affordable housing.
- Strong leadership and interpersonal skills, with experience managing cross-functional teams.
- Familiarity with compliance and risk management in affordable housing and homeownership models, such as Community Land Trusts.
- Ability to organize and manage complex documentation, including engineering plans, legal documents, architectural drawings, and appraisals.
- Excellent communication skills across diverse audiences and methods.

Example tasks/responsibilities...

For Project Manager:



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- Assist in site acquisition, project feasibility, and due diligence activities.
- Manage budgets, schedules, and contracts under senior staff supervision.
- Coordinate with internal and external stakeholders, including architects, contractors, city officials, and community members.
- Oversee financing applications and compliance with funding requirements (e.g., LIHT, HOME, LIFT, CDBG).
- Facilitate project team meetings, document progress, and prepare required reports.
- Manage land-use applications and permitting processes.
- Oversee the construction management process and coordinate project closeout.
- Coordinate project completion timelines and handoff with internal teams.
- Manage and organize project documentation for regulatory and organizational records.

For Senior Project Manager:

Includes all Project Manager responsibilities, plus:

- Lead all phases of complex development projects from concept to stabilization.
- Develop and execute comprehensive project plans, financing strategies, and construction oversight.
- Serve as the primary liaison with lenders, investors, and funding agencies.
- Oversee all aspects of financial modeling, proforma development, and funding applications.
- Provide mentorship and technical guidance for other project managers and team members.
- Develop and maintain strong relationships with community partners, public agencies, and stakeholders.
- Identify and mitigate risks proactively, ensuring projects stay on track and within scope.
- Represent the organization at public hearings, community meetings, and industry events.
- Obtain bids for professional services, negotiate and enter into contracts, and supervise performance of development team partners such as architects, general contractors, relocation consultants, attorneys, surveyors, Geotech, and other consultants.
- Work with social service providers and other community resources to develop appropriate support services agreements for each project.
- Coordinate outreach to impacted neighborhoods, develop community support and maintain positive neighbor relations during all phases of the development process.
- Conduct feasibility and other financial analysis as needed.
- Facilitate the closing process for acquisitions, project funding, and property disposition.
- Take a critical eye to evaluate built environment designs using approaches such as Trauma-Informed Design and/or Equitable Architecture.
- Ensure the implementation of and adherence to all DevNW policies, procedures, and protocols, and actively work to implement DevNW equity goals.

It is GREAT if you have... (for BOTH Levels)



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- Experience with or working knowledge of public and private sources of affordable housing financing including, but not limited to, LIHTC, OAHTC, LIFT, HOME, CDBG, and various other public and private sources.
- Lived experience as a member of a community that has faced discriminatory conditions historically and/or currently in housing, small business development, asset development, and/or wealth building.
- Experience with compliance requirements for federal, state, and local housing programs.
- Strong financial modeling skills and ability to analyze project feasibility.
- Knowledge of real estate law, land use, and zoning regulations.

It is a BONUS if you also have... (for BOTH Levels)

- Ability to speak, read, and/or write in Spanish.
- Experience leading a land entitlement process for residential subdivisions.
- Experience with hands-on construction management of residential redevelopment and new builds.

To apply for this opportunity, please submit the following materials to nora.cronin@devnw.org by December 27, 2024 for priority consideration:

1. A cover letter detailing how your experience aligns with the Critical Contributions of this position.
2. An example of a project you led where you faced a crisis or critical moment. Share how you addressed the situation, the outcome, and lessons learned.
3. A current resume.

DevNW is an Equal Employment Opportunity Employer. All qualified persons are encouraged to apply. Applications for employment will be considered without regard to race, color, national or ethnic origin, religion, gender, gender identity, sexual orientation, marital status, age, disability, and any other characteristic protected by applicable law.

Studies have shown that women and people of color are less likely to apply for jobs unless they meet every one of the qualifications listed. We are most interested in finding the best candidate for the job, and that candidate may be one who comes from a less traditional background. If you meet key qualifications for the job, and believe you would be the best fit, we would encourage you to apply; please use your cover letter or introductory email to explain how you will accomplish parts of the job for which you have less experience. If you are unsure whether you meet the qualifications of this position, please feel free to contact us.