



## **Job Title: Senior Real Estate Project Manager**

Share responsibility for a portfolio of affordable supportive housing projects. Lead the development of at least two real estate projects through construction completion and transition to operations.

### **ESSENTIAL JOB FUNCTIONS**

- Collaborate with 2Life's Program staff to seek, secure, and manage relationships with prospective program and service providers during the development phase to accomplish desired program goals
- Take projects through zoning and permitting, including managing community relations
- Prepare and manage complex development proformas and funding applications, securing predevelopment, construction, and permanent financing
- Manage financial closings, relationships with financial partners, and compliance with financing requirements during the construction period
- Work with 2Life's Facilities team to manage construction, including the coordination of internal stakeholder input and the management of 2Life's contracts with the owner's representative, architect, and contractor
- Prepare regular updates and reports to 2Life's staff, Board of Directors, and Real Estate Committee as may be required
- Support 2Life's effort to integrate innovative programs and populations into 2Life's real estate projects, creating partnerships with senior service providers and leveraging investments from public and private healthcare institutions and insurers
- Represent 2Life at public events and on external committees that benefit 2Life's real estate activities and support career growth and learning
- Complete other duties as requested and assigned

### **KNOWLEDGE, SKILLS & ABILITIES**

- Master's degree in Urban Planning, Real Estate, Finance or the equivalent in training and experience
- Minimum of eight (8) years of work experience in real estate project management
- Highly motivated, flexible, and able to work independently and with a team
- Creative problem solver who can adapt to find multiple paths to overcome challenges and bring a warm sense of humor
- A clear understanding of affordable housing funding programs, such as the Low Income Housing Tax Credit (LIHTC), HOME, CPA, CDBG, Section 8, MRVP, and Section 202, and a proven track record in securing such funding for projects
- Well-developed interpersonal, writing, and verbal communication skills
- Successful in planning and facilitating meetings and managing working groups

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- Flexibility to adapt to a changing environment and work effectively under pressure

**2Life Communities** provides superior housing to older adults of all backgrounds who can thrive independently within a supportive environment. We are a mission-driven organization with a vision whereby all older adults have the opportunity to *age in community* – to live a full life of connection and purpose in a dynamic and supportive environment. We are continually evolving support services to meet the needs of our diverse residents as they age.

2Life Communities owns and operates over 1,300 units of affordable rental housing located within six campuses in metropolitan Boston. With another 210 apartments under construction and more in planning, we expect to add another 600-700 units within the next several years as we complete projects in active planning and construction phases.

Qualified candidates are strongly encouraged to apply [here](#)

### **BENEFITS AND MORE**

We offer a very rich benefit plan which for individuals adds 27% on top of the base pay and over 30% for employee +1 and families. Our rewards program includes but not limited to:

- Robust medical and dental plan
- Vision
- Employer-paid life and AD&D, STD, and LTD insurance
- 401(k) plan
- Paid vacation
- Paid holidays
- 2 floating holidays
- Pet insurance
- And more!

*The above statements intend to describe the general nature and level of work performed by people assigned to do this job. The above does not intend to be an exhaustive list of all responsibilities and duties required.*

*We desire to build and cultivate an inclusive environment that brings together a diverse workforce with unique experiences, backgrounds, talents, and perspectives.*

*External and internal applicants, as well as position incumbents who become disabled as defined under the Americans with Disabilities Act must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.*