

Brookline Housing Authority

Position Description

Position Title:	Project Manager	Department:	Redevelopment
Reports to:	Director of Redevelopment	Approved By:	Maria Maffei
FLSA Status:	Exempt	Approved Date:	3/12/24

Summary

The Project Manager works in partnership with the Redevelopment team, other BHA departments, and community and project partners to advance the BHA's affordable housing agenda through all stages of development. The incumbent helps develop and maintain project budgets, assemble financing, competitively procure and supervise consultants, and communicates with residents, the Town of Brookline and funders.

All activities must support the Brookline Housing Authority ("BHA" or "Authority") mission, strategic goals, and objectives.

Essential Duties and Responsibilities

The position duties and responsibilities listed below describe the general nature and scope of work. Other responsibilities, duties, and skills may be required and assigned as needed.

- Assemble financing and prepare applications for grants, equity, and loan programs.
- Manage permitting, planning and community process.
- Solicit, negotiate, and manage third party consultant services, construction and permanent financing, and equity resources from private and government lenders and investors.
- Manage monthly requisitions for ongoing redevelopment projects; including updates to development budgets, tracking sources and uses for LIHTC maximization, and delivering monthly reports to lenders.
- Lead project team to keep projects on schedule.
- Conduct resident process to ensure residents are informed and have the opportunity for input.
- Support Redevelopment Director with initial closings and permanent loan conversions.
- Coordinate with property management, resident services, maintenance, finance and leased housing departments to obtain input and move projects forward during predevelopment, construction and lease up.
- Represent BHA with residents, public officials, funders and other stakeholders.
- Make recommendations and reports to Board of Commissioners.
- Attend and/ present at evening committee meetings or community gatherings as necessary.
- Support all other efforts relating to the BHA's Preservation Initiative and Redevelopment Program.
- Provide additional support, as may be needed from time to time, to assist coworkers and help with special projects.
- Other duties as assigned.

Behavioral Competencies

This position requires the incumbent to exhibit the following behavioral skills:

Job Knowledge: Exhibits requisite knowledge, skills, and abilities to perform the position effectively. Demonstrates knowledge of policies, procedures, goals, objectives, operational entities, requirements, and activities as they apply to the assigned organizational entity of the Authority. Uses appropriate judgment & decision making in accordance with level of responsibility.

Brookline Housing Authority

Position Description

Customer Service: Provides timely, courteous, and quality service to all internal or external customers by anticipating individual needs, following through on commitments and ensuring that stakeholders have been heard.

Communication: Employee is prepared, clear, concise, and organized in all facets of communication in order to fully establish understanding. Actively listens and understands the audience to adapt message appropriately. Communicates information with appropriate personnel in a timely manner.

Teamwork: Actively participates and collaborates across boundaries, and works toward the achievement of common goals. Employee is adaptable, solution-oriented, and open to new ideas and/or approaches. Employee is aware of changes that impact internal and external customers and effectively communicates the impact when working as a team.

Responsiveness and Accountability: Demonstrates a high level of conscientiousness. Holds oneself personally responsible for one's own work and does fair share of work.

Safety Awareness: Employee is cognizant of his/her surroundings. Follows proper safety procedures and considers the safety of self and others. Identifies, communicates, and assists in the correction of any safety concerns where appropriate.

Education and/or Experience

- Master's Degree in relevant field (or work experience equivalent).
- Proven experience (at least 2 years) in real estate development or housing production.
- Experienced in financial analysis using Excel.
- Experience preparing funding applications.
- Experience developing and managing budgets.
- Experience assembling requisitions.
- Understanding of deal structuring, finance, design and/or construction management.
- Highly organized and proficient in Microsoft Excel, PowerPoint and Word.
- Experience in meeting with local officials and constituencies from diverse backgrounds.
- Experience with contract administration.
- Familiarity with the regulatory requirements of public financing for affordable housing, including Low Income Housing Tax Credits and HUD financing programs.
- Familiarity with Massachusetts affordable housing policies and programs.
- Ability to work independently, meet deadlines, manage multiple priorities and solve problems expeditiously.
- Ability to communicate effectively in writing and in conversation with team members, senior staff, board members, residents, consultants and funders.
- Ability to work in a team and to contribute actively and appropriately.
- Commitment to the organization's mission.
- Excellent employment references.

Technical Skills

To perform this job successfully, the employee should have strong computer skills, be highly organized and proficient in the Microsoft Office Suite. Must have the ability to learn other computer software programs as required for assigned tasks.

Brookline Housing Authority

Position Description

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

To perform this job successfully, the employee is frequently required to remain in a stationary position. Daily movements include sitting; standing; operating computers and other office equipment; moving about the office; and attending onsite and offsite meetings. The employee must be able to communicate via email and verbally via telephone. The employee must occasionally transport up to 25 pounds.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Office environment. The noise level in the work environment is usually moderate.

Read and Acknowledged

Employee Signature

Date

Employee Name [printed]

4849-6193-9017, v. 1