

Real Estate Project Manager Job Description

- Structuring and closing complex mixed-finance deals with multiple lenders, including managing due diligence process
- Serving as a primary point of contact with partner agencies, community organizations, political officials and funders in existing and new markets
- Collaborating with partner agencies and/or independently identifying potential sites and conducting due diligence around sites
- Managing design process to ensure compliance/waiver/approval by City, State, and Federal approval, financing sustainability, and design standards
- Preparing project feasibility analysis and making recommendations to the senior leadership team for advancing projects
- Managing construction bidding/pricing process for inclusion in the final project budget, and reviewing legal documents for structuring, risk management, and tax issues
- Assisting in negotiating pricing and other terms for the acquisition of property, and evaluating and helping secure zoning and other local government entitlements required for development
- Preparing and maintaining predevelopment budget, development budget, construction cost, operating budget, 30-year cash flow, project timeline, and other project underwriting
- Negotiating and drafting letters of intent (LOI) for purchase with sellers, and applying significant knowledge of LIHTC regulations and industry standards to proposals, applications, and closings, including legal and project document review, and day-to-day decisions
- Facilitating community and public agency support and approvals of master plan changes as will be required to adjust to the market, including zoning, permitting, and financing requirements.