

## **Northwest Neighborhoods CDC**

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### **Northwest Neighborhoods CDC (NNCDC)**

## **Project Manager (Real Estate Development)**

Northwest Neighborhoods CDC (previously Detroit Shoreway Community Development Organization and Cudell Improvement, Inc.) guides the physical, economic, and social development of the neighborhoods it serves toward an improved quality of life. NNCCDC is a recognized leader in the community development field locally and nationally, acting as a catalyst for community building and creating a diverse, sustainable, and desirable neighborhood in which to live, work, play, dine, shop, and worship. NNCCDC believes in the importance of urban neighborhoods for the future of our region; it values maintaining racial and economic diversity, representation of diverse people and opinions, and the power of everyday people to shape their own communities.

NNCCDC owns (through subsidiary corporations) and manages 399 apartment units and 50,000 square feet of commercial space. Through real estate development, the organization generates developer fees which are used to support the neighborhood development activities of the organization.

Equity is a critical piece of this work and all activities must be planned and conducted through an equitable lens consistent with NNCCDC's organizational values.

### **Position Description**

The Real Estate Development Project Manager will work collaboratively with the real estate development team to develop multifamily and mixed-use real estate projects in the Northwest Neighborhoods expanded service areas. Projects will focus on affordable housing and community projects utilizing multiple layers of financing including, but not limited to Low-Income Housing Tax Credits, State and Federal Historic Tax Credits, and HOME funding. The Project Manager will assist in pipeline development, financial underwriting, management of third-party providers, and construction of projects undertaken by the organization as developer and owner. Success within the position will depend on one's ability to develop partnerships with property owners, developers, lenders, third party providers, city and finance agency staff and residents. Ability to work on several real estate projects simultaneously while providing administrative support to housing development staff is essential.

### **Reports To**

Director of Real Estate Development

### **Principal Responsibilities**

Duties include, but are not limited to, the following:

- Assist in preparation of financing applications for affordable housing, mixed-use, and market-rate housing developments.
- Research potential new development opportunities in existing or new market areas related to multi-family, mixed-use, or single-family properties.

- Assist in securing site control on real estate developments.
- Research the feasibility of renovation/redevelopment projects. Tasks include researching property ownership, title and liens, zoning, and environmental issues.
- Assist in coordination of third party professional services, including, but not limited to, surveyors, architects, market analysts, cost estimators, and environmental professionals.
- Coordinate the local approval process for real estate projects such as zoning approval, plan approval, and landmarks approval.
- Maintain a database of potential multi-unit acquisitions candidates.
- Assist in all aspects of project due diligence along with equity and loan closings.
- Participation in project and construction meetings in order to document meeting minutes and next steps for each project.

### **Position Requirements**

- Bachelor's degree (or equivalent work experience)
- Introductory knowledge of affordable and market-rate housing development, project financing, low-income housing tax credits, and historic tax credits.
- Excellent oral and written communication skills and have the ability to deal with public and private officials during the life of a transaction.
- Proficient in spreadsheet analysis (Microsoft Excel) and word processing (Microsoft Word).
- Self-motivated, able to work independently, and innovative.
- Availability and willingness to work flexible schedule including evenings and weekends; local travel and some out-of-town travel required.
- Ability to work with people of all racial, ethnic, and economic backgrounds

### **Preferred Qualifications**

- Master's degree
- 1-3 years of experience in housing development related field
- Ability to speak Spanish
- Experience in housing and community development in a non-profit, government, banking or development capacity. Previous experience should include real estate sales and acquisitions, real estate finance or related field. Experience working in urban communities is a plus.

### **Physical Demands**

Ability to operate a computer and keyboard. May require reaching, standing, walking, fingering, grasping, and feeling, and the ability to lift or move objects up to 20 pounds. May require vocal communication for expressing or exchanging ideas, hearing to perceive information at normal spoken word levels, visual acuity for color perception, preparing and analyzing written or computer data, determining the accuracy and thoroughness of work, and observing general surroundings and activities.

### **Working Conditions**

Availability for extended hours during peak periods and attendance at evening and week-end meetings. Exposure to inside and outside environmental conditions

### **NNCDC's Commitment to Equity and Inclusion**

NNCDC is committed to creating an inclusive and equitable working environment and is proud to be an equal opportunity employer. Applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, disability, age, veteran status, or any other protected status. Women, BIPOC, and LGBTQ+ individuals are encouraged to apply.

*This position description is not intended to be a complete list of all responsibilities, duties or skills required for the job and is subject to review and change at any time, with or without notice, in accordance with the needs of Northwest Neighborhoods CDC. Since no position description can detail all the duties and responsibilities that may be required from time to time in the performance of a job, duties and responsibilities that may be inherent in a job, reasonably required for its performance, or required due to the changing nature of the job shall also be considered part of the jobholder's responsibility.*

### **Compensation and Benefits**

- Annual salary of \$45,000 to \$55,000 commensurate with experience
- Participation in NNCCDC Benefit Programs:
  - Paid Time Off accrued at the rate of one day per month during the first year of employment, then 18 days beginning the second year of employment.
  - Holiday pay including New Year's Day, Martin Luther King Jr. Day, President's Day, Memorial Day, Juneteenth, Independence Day, Labor Day, Thanksgiving, the Friday after Thanksgiving, and the days between December 24 and January 2.
  - Employer contribution to 403(B) retirement program. Employer will provide a 50% match to the Employee's contribution up to a maximum of 3% of the employee's annual salary.
  - Competitive health insurance offered with employer contribution.
  - Long term disability insurance

### **Application Instructions:**

**To apply, candidates should electronically submit a cover letter and resume to [astalder@nwneighborhoods.org](mailto:astalder@nwneighborhoods.org).**

**No phone calls please.**

**Review of applications will begin immediately and will continue until the position is filled.**