



TAMPA BAY COMMUNITY DEVELOPMENT CORPORATION HOME OWNERSHIP CENTER

NeighborWorks®
HomeOwnership Center

2139 NE Coachman Road, Suite 1, Clearwater, Florida 33765
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www.tampabaycdc.org

Job Description: Real Estate Project Manager
Reports to: President/CEO

Tampa Bay CDC's mission is to provide Education, Counseling, Housing Opportunities and to Revitalize Neighborhoods for low to moderate income households. Our Real Estate Project Manager is key to meeting our mission and goals.

SUMMARY OF POSITION

The Real Estate Project Manager is responsible for all aspects of real estate development projects. This position will report to the President/CEO. The project manager manages multiple priorities and assignments in a fast-paced environment. They must demonstrate strong problem solving, analytical and organizational skills, initiative, and persistence.

RESPONSIBILITIES:

- Research and identify potential sites for acquisition; assist with securing site control.
- Conduct project feasibility analyses and due diligence.
- Develop recommendations on business decision for CEO and Board of Directors.
- Coordinate with City, County, and other funding agencies on new and ongoing projects.
- Build and maintain relationships with community organizations, development partners, lenders, and key stakeholders.
- Assemble and manage development team, including design, construction, and development consultants; negotiate contracts and coordinate throughout the development process.
- Coordinate permitting with municipal officials, legal counsel, and architects.
- Identify funding and investments opportunities. Prepare financing applications and other documents required to secure commitments.
- Coordinate closings and property acquisitions with funders/lenders and legal counsel.
- Monitor project progress through completion including schedule and budget variances.
- Prepare requisitions and reports required by funders, investors, and internal management.
- Additional project management work as assigned



A 501 (c)(3) Non-Profit, HUD Approved Housing Counseling Agency



QUALIFICATIONS

The ideal candidate will have the following skills and experience:

- Preference for 3 years of relevant work experience in real estate project management.
- Ability to adhere to sound not for profit real estate development principles so that projects are highly innovative and successfully balance mission, feasibility, and risk.
- Strong project management skills with proven ability to manage multiple priorities and deadlines with attention to detail in a demanding environment.
- Experience with various affordable housing funding programs such as HOME, SHIP, SAIL, CDBG, Section 8, and Low-Income Housing Tax Credit (LIHTC), and proven track record in securing such funding for projects.
- Ability to create and manage a complex development pro forma
- Exceptional interpersonal, writing, and verbal communication skills as well as a solid attention to detail with the ability to serve as representative of Tampa Bay CDC.
- Experience coordinating and facilitating meetings and managing working groups.
- Resourcefulness and resiliency; with the creativity and ability to find multiple paths and solutions to solve problems and overcome challenges.
- Proven ability to adapt to a changing environment and work effectively in pressure situations; demonstrated ability to work well with a variety of personalities in a team-oriented structure.
- Ability to travel and attend early morning and evening meetings.

Please send your resume and cover letter to fpheeny@tampabaycdc.org

