



**Job Title: Real Estate Project Manager**

**Location: HallKeen Management Corporate Office, Norwood, MA 02062**

**Hours: Full Time**

**Job Description:**

HallKeen Management is offering the opportunity for you to join our HallKeen Asset Management Team as a Real Estate Development Project Manager. In this role, you will work with the HallKeen Asset Management Team on acquisition and disposition, underwriting, financing, construction oversight, and asset management of mixed-income and mixed-use real estate projects. Alongside managing government relations and community input, you will assist in the production and preservation of critically needed affordable and workforce housing, utilizing Federal and State Tax Credit and subsidy financing programs.

**If you are ready to make a lasting impact on the lives of others, consider applying!**

- Are you looking for an opportunity to advance equity goals through affordable housing operation, preservation and development?
- Are you eager to grow your skills and to increase your impact by creating and preserving affordable housing?
- Do you want to explore creative ways to leverage real estate development to help our residents and communities advance their goals?
- Do you enjoy working in collaboration with partners while also having responsibility to manage complex real estate projects?
- If yes, the **HallKeen Management** invites you to apply to be a **Real Estate Project Manager** on our dynamic team.

**Essential Responsibilities:**

- Oversee project management for a variety of real estate development projects, including residential and mixed-use projects from planning through construction completion and closeout.
- Coordinate and participate in joint venture development partnerships with for-profit and non-profit developers.
- Work with project team and external partners to ensure that equity priorities are incorporated into every aspect of project planning, design, and implementation, including procurement of all services.
- Responsible for creating and maintaining development and operating pro formas for rental projects.
- Responsible for assembling financing applications with public and private funders.

- Responsible for negotiating financing terms with public and private funders, with guidance from the Vice President of Real Estate Development or Vice President of Asset Management.
- Responsible for coordinating closing on funding for real estate projects.
- Coordinate the design team for real estate projects.
- Collaborate with internal and external team members on project design and construction scopes including climate resiliency best practices, site specific requirements and design preferences and goals that emerge through the community planning process.
- Work with the project team and external partners to achieve key project milestones including initial closing, construction start and completion, occupancy and stabilization.
- Coordinate and lead the closing process for real estate development projects.
- Oversee project budgets, construction process and schedule, and funding requisitions.
- Participate with **HallKeen Property Management** on project marketing and lease up.
- Assist the Vice President of Real Estate Director and Vice President of Asset Management in providing staffing support to partnership entities, as well as other relevant boards and committees.
- Work collaboratively with HallKeen Asset Management throughout project planning and implementation.
- Communicate frequently, candidly and proactively with colleagues and partners to seek input, develop consensus, troubleshoot issues and achieve successful outcomes.
- Other duties as assigned.

#### **Education, Experience and Skills for Success:**

- Master's Degree in relevant field (or work experience equivalent).
- Proven experience (3-5 years) in real estate development and finance.
- Commitment to the HallKeen Management mission and vision
- Knowledge and experience in real estate development process, including overall deal structuring, finance, design, and construction.
- Familiarity with public, private and quasi-public financing programs.
- Prior experience working on Low Income Housing Tax Credit (LIHTC) projects strongly preferred. Working with historic preservation tax credits (HTC) preferred.
- Knowledge and experience in permitting, zoning process and/or environmental matters preferred.
- Demonstrated ability to translate complex real estate development concepts into format that others will understand.
- Highly entrepreneurial, proactive, self-motivated and results-oriented individual.
- Functions effectively as part of a collaborative team.
- Self-starter who will take initiative to ensure a project moves forward as effectively as possible.
- Ability to provide clear direction to others and to follow direction.
- Strategic and holistic problem-solving approach with ability to modify plans as circumstances change.
- Strong critical thinking skills and ability to make abstract concepts concrete.
- Demonstrated project management experience.
- Strong Excel skills are required for this position. Computer knowledge and proficiency including but not limited to Microsoft Office and Adobe products.
- Strong time management skills, adaptable with ability to manage multiple priorities & meet deadlines with keen attention to detail.

**About HallKeen:**

HallKeen is a real estate management and investment company that acquires, develops and manages properties throughout New England, New York, Maryland, Virginia, Florida and North Carolina. Our core business is the management of and investment in multi-family and commercial properties which are synergistic with our skills and experience.

Our mission is to create partnerships and provide leadership that result in successful business ventures, thriving residential communities, prosperous mixed-use properties, and enriching work environments. We strive to create long-term sustainable value for our investors through strategic asset growth, increased profitability and the capture of value-added opportunities.

**Benefits:**

Full time position offers a competitive benefit program to include Medical, Dental, Vision, Health FSA, Dependent Care FSA, Short-Term Disability, Long Term Disability, Life Insurance, Home and Auto Discount program, Vendor Discount Program, 401(k) with matching contribution, Accrued Vacation, Sick, and Personal time and Paid Holiday Benefit.

**Employment Terms/Compensation:**

Salary level depending on experience. This is a hybrid position, with three days a week in the office or at project sites. This position will require participation in some evening meetings.

**Application Instruction:**

**Please Email cover letter and resume to Jeff Morgan at [jmorgan@HallKeen.com](mailto:jmorgan@HallKeen.com)**

**Cover letter and resume are required. No phone calls please.**