



North Shore Community Development Coalition  
102 Lafayette Street, Salem, MA 01970  
PH: (978) 745-8071 FAX: (978) 745-4345  
[www.northshorecdc.org](http://www.northshorecdc.org)  
[info@northshorecdc.org](mailto:info@northshorecdc.org)

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## **Senior Project Manager** Position Description

Based in Salem, Massachusetts, North Shore CDC is the result of a 2010 merger between Salem Harbor Community Development Corporation and Beverly Affordable Housing Coalition. NSCDC's current portfolio includes 287 units with an additional 50+ units expected in the next two years. For more information, please visit our website at [www.northshorecdc.org](http://www.northshorecdc.org).

North Shore CDC is seeking a Senior Project Manager who can help it meet its mission to be a truly regional provider of affordable housing.

The Senior Project Manager's primary duty is to manage multiple real estate projects, from inception through completion. The Senior Project Manager will be a member of NSCDC's Real Estate Development team, which includes the Executive Director, the Director of Property & Asset Management, Real Estate Project Manager (PT) and real estate and construction consultants who work on affordable housing development. The Senior Project Manager will be supervised by the Executive Director. He/She will also be a member of the senior staff team of North Shore CDC. North Shore CDC's geographic range makes this position especially suited to a candidate who would enjoy work in a variety of communities and a variety of housing contexts.

### **Responsibilities**

Specific responsibilities include:

**Project initiation:** working with the NSCDC Executive Director, other NSCDC staff, the NSCDC Real Estate Committee and community leaders, identify and evaluate new community development initiatives which respond to community needs.

**Feasibility analysis:** analyze potential projects from the perspectives of mission-fit, financial feasibility and risk.

**Financing:** prepare funding applications for development projects from a variety of sources including city, state, and federal entities as well as banks and other financial institutions.

**Predevelopment activities:** facilitate the completion of various predevelopment requirements, including architectural and engineering consulting services, environmental testing, appraisals and market studies, and cost estimating services.

**Regulatory:** prepare applications for necessary regulatory approvals from federal, state and city agencies including participation in the local permitting and zoning process for site plan approval and special permits and variances from applicable boards and commissions.

**Coordination of Development Team:** maintain cordial, professional relationships between team members including architects, engineers, and consultants, to ensure clear understanding of project



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work required, clear explanations of changes in work scope, and timely payment of invoices for payment consistent with agreements.

Construction Management: coordination of construction requisitions and preparation/submission of reports to lenders and other funders ensuring adherence to project budget and schedule.

Marketing: work with the NSCDC Property Management company and other designated management companies to oversee the planning and implementation of affirmative fair housing marketing activities for new housing projects.

Community Outreach: attend community meetings as necessary to solicit information about local needs, share information about NSCDC's programs, and build support for NSCDC's development initiatives.

Attend trainings and industry conferences that are recommended by the Executive Director.

Other duties as assigned by the Executive Director.

### **Skills and Experience**

- Bachelors or Masters degree in related field, with a minimum of 3-5 year's experience in real estate development, community based urban planning, or closely related fields.
- Excellent financial analysis skills with proven experience; ability to work comfortably with Excel; ability to perform financial feasibility analysis of new and existing projects; ability to work and oversee the work of development consultants.
- Commitment to NSCDC's mission and philosophy of community empowerment.
- Good understanding of affordable housing development, including overall deal structuring, finance, design, and construction management.
- Demonstrated ability to lead a complex partnership of public, nonprofit and private developers and community leaders.
- Strong critical thinking skills and negotiating skills.
- Excellent verbal, written, and organizational skills.
- Ability to work collaboratively with a wide range of people in a variety of settings.
- Supervisory experience a plus but not required.
- Bilingual Spanish/English a plus but not required

Competitive salary, generous benefits and opportunities for professional growth.

For consideration, please submit a resume, cover letter explaining your interest in the position and salary history to Mickey Northcutt, Executive Director at [mickey@northshorecdc.org](mailto:mickey@northshorecdc.org). No phone calls please.