



REAL ESTATE PROJECT MANAGER

Codman Square Neighborhood Development Corporation (CSNDC) seeks a Real Estate Project Manager to join our talented real estate team. CSNDC is an ambitious NeighborWorks organization. Codman Square Neighborhood Development Corporation (CSNDC) is a grassroots community organization established 45 years ago and remains committed to developing affordable housing and fighting for racial and economic justice by building community power, especially of low- and moderate-income communities of color in Dorchester.

The Organization and Its Programs

CSNDC is building a cohesive and resilient community in Codman Square and South Dorchester. We develop affordable housing and commercial spaces that are safe, sustainable and promote economic stability for low- and moderate-income residents of all ages. We provide employment and business development programs and embrace and value diversity. CSNDC partners with residents, non-profits, and local businesses to encourage civic participation and increase community influence in decision-making, resource allocation, and comprehensive plans for our neighborhood.

CSNDC's real estate team currently includes a Director of Real Estate and Asset Management, two Real Estate Project Managers and a Senior Asset Manager who oversees the organization's 1,000 unit portfolio. CSNDC seeks an experienced real estate professional who will join the team and embrace the organization's mission to prevent displacement and preserve existing affordable homes in the neighborhood.

CSNDC has a project pipeline with transformative projects at various phases of development. This includes over 200 new affordable housing units and 6,000 square feet of commercial space in various stages of planning or development. CSNDC is part of the Fairmount Collaborative, which includes Dorchester Bay EDC and Southwest Boston CDC.

Real Estate Development & Asset Management Team

A Director of Real Estate & Asset Management leads CSNDC's real estate and asset management team. The team currently includes three Real Estate Project Managers; we are seeking to fill one of these positions. CSNDC seeks an experienced real estate professional who will join the team and embrace the organization's mission to prevent displacement and preserve existing affordable homes in the neighborhood.

Essential Duties and Responsibilities:

The Real Estate Project Manager will be responsible for all aspects of assigned real estate development projects with support from our Finance Staff and consultants. The Project Manager will manage up to 2 real estate projects and will report to the Director of Real Estate and/or the Senior Project Manager.

The Project Manager's responsibilities will include but will not be limited to:

- Assist in seeking new real estate opportunities and conducting early-stage feasibility analysis

- Assembling financing and submitting applications for grants, equity and loan programs
- Managing permitting, planning, zoning and the community process
- Soliciting, negotiating and overseeing third party consultant services and project teams
- Managing the closings for acquisition, loan financing and equity investments
- Oversee the construction of the projects and perform day to day project management tasks
- Manage project budgets, the construction process and schedules
- Ensuring compliance with funding requirements and city, state and federal regulations
- Overseeing project marketing and lease up of residential and/or commercial units
- Maintaining investor and lender relationships
- Assisting with understanding residential market trends in the neighborhood
- Representing CSNDC before relevant boards, committees, and neighborhood groups, and
- Other related duties as assigned.

Our Ideal Candidate

Our ideal candidate will be a team player with a demonstrated ability to deliver high quality, affordable housing projects on time, within budget and with positive community impact. They will be seeking a real estate development opportunity that will encourage and support their professional growth and leadership development. The Project Manager will possess many of the following skills and qualifications:

- At least 3 years of experience in real estate development or finance
- A minimum of a Bachelor's degree in real estate, urban planning, community development or a related field; additional work experience may be substituted for degrees
- An understanding of deal structuring, finance, design and construction management
- Familiarity with public, private and quasi-public financing programs for affordable housing and commercial real estate, preferably in Massachusetts
- Demonstrated ability to lead complex partnerships of public, non-profit and private stakeholders
- Experience with large scale mixed-use, mixed-income development projects and public land disposition preferred
- Strong critical thinking and negotiating skills
- Ability to manage multiple priorities and assignments in a fast-paced environment
- Persistence and skill working independently and as part of team
- Excellent verbal, written, technology and organizational skills
- Ability to work collaboratively with a wide range of people in a variety of settings, and
- A commitment to the organization's mission and philosophy of community empowerment.
- May be called upon to assist with various asset management or other assignments as needed.

Salary

Salary range is \$75,000 to \$90,000 and commensurate with relevant work experience. This is a hybrid position based in Dorchester, MA, with a combination of on-site and remote work.

The Selection Process

Please email cover letter and resume to: jobs@csndc.com. We are accepting applications until **Friday, October 30, 2026**. Because applications will be reviewed on a rolling basis, we encourage interested candidates to submit their materials as soon as possible.

Codman Square Neighborhood Development Corporation is proud to be an **Equal Opportunity Employer**. We strongly encourage local residents, people of color, and women to apply.