



Assistant Project Manager – Real Estate and Planning

Position Summary

The Assistant Project Manager supports the 195 District's real estate development and planning work, including assisting with the selection of development partners, supporting projects during predevelopment and closing, and assisting with construction oversight and ongoing zoning compliance. The Assistant Project Manager assists with the management of District-led planning and infrastructure projects, supports due diligence associated with site acquisition, and conducts research and produces work products in support of our mission. The Assistant Project Manager reports to the Executive Director.

About the 195 District

The 195 District is a quasi-public state agency created in 2011 to oversee the redevelopment of the land made available in downtown Providence as a result of the relocation of Interstate 195. The District's mission is to develop the former 195 land in Providence to create a thriving innovation district and neighborhood that attracts investment and fosters economic growth and opportunity.

There is over 2 million SF of development completed, under construction, or proposed in the District, with eleven completed projects and four in predevelopment. The District also owns and operates [195 District Park](#), a 7-acre urban waterfront park, and recently completed the development of an approximately 3,500-SF pavilion in the park.

For more information about the District, visit www.195district.com.

Responsibilities

- Support the predevelopment and entitlement process for projects that are proposed in the District. Responsibilities include working with District staff, consultants, and development teams to coordinate design review, zoning compliance, environmental permitting, and other pre-closing requirements.
- Support real estate closings.
- Help monitor project compliance through construction and beyond, including compliance with any incentive agreements.
- Assist with the development of Requests for Proposals for development parcels and evaluation of proposals, including reviewing financial pro formas.
- Assist with managing District-led planning efforts and construction projects including infrastructure projects.
- Assist with due diligence associated with land acquisition.
- Conduct research to support District's work including quantitative and qualitative data collection.
- Develop presentations, reports, and other marketing materials related to the District.
- Perform other related duties as requested and assist with special projects.

Key Competencies

- Strong project management skills; highly organized and attentive to details
- Strong analytical and research skills
- Proactive and outcome focused
- Ability to work independently and effectively manage several projects simultaneously
- Experience with real estate development, public/private partnerships, planning, urban redevelopment, economic development, real estate finance, and/or real estate law preferred
- High proficiency in Microsoft office suite, including Excel
- Excellent written communication skills, especially with PowerPoint or similar platforms

Professional Qualifications:

- Bachelor's degree with at least two (2) years of experience in related field, such as real estate, planning, business, finance, law, and/or qualitative analysis. Excellent computer skills, proficient in Microsoft Word, Excel, PowerPoint, Adobe Acrobat and Outlook.

Salary Range: \$65,000 – \$85,000

The District welcomes and encourages diversity in our workforce at all levels of the organization. We provide equal employment opportunities to all employees and applicants for employment and prohibit hiring discrimination of any type. All District hiring decisions are made without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws. All employment at the District is at-will unless specified otherwise.

Resumes with cover letters should be submitted to questions@195district.com.