



Director of Real Estate/Senior Project Manager

Position Summary

The Director of Real Estate/Senior Project Manager is an integral part of the I-195 Redevelopment District (District) team. Key responsibilities include the management of proposed development projects in the District from approval through construction completion, oversight of District asset management, and assisting with District marketing efforts.

Responsibilities

- Assist with the development of Requests for Proposals for development parcels and evaluation of proposals, including feasibility analyses.
- Work with developers and District's consultants on entitlement process for projects, including zoning relief, design review, and environmental permitting.
- Oversee real estate closings.
- Manage District-led construction activities from predevelopment through design and construction, for example the construction of amenities within the new waterfront parks. Oversee project vendors, manage project schedule and budget, etc.
- Monitor project compliance through construction and beyond, including compliance with any incentive agreements.
- Collaborate with stakeholders and public and private sector partners to advance the mission of the District.
- Assist Executive Director in the development and execution of a local and national marketing and outreach plan to attract corporate users and developers to the 195 District.
- Prepare reports, presentations, and communication pieces for senior officials within State government and the District's board of directors.
- Perform other related duties as requested and assist with special projects.

Key Competencies

- Strong real estate skills
- Strong project management skills
- Experience with public-private partnerships preferred
- Experience with ground-up construction preferred
- Experience working on urban redevelopment, development of open spaces, and placemaking initiatives preferred
- High proficiency in Excel and financial modeling
- Excellent written communication skills, especially with PowerPoint or similar platforms
- Familiarity with real estate closing process and fluency with legal matters and legal documents
- Ability to work independently with senior members of State government and District board members on various projects

Professional Qualifications:

- Bachelor's degree (Master's degree preferred) in related field, such as real estate, planning, business, finance, legal, marketing and/or qualitative analysis. Excellent computer skills, proficient in Microsoft Word, Excel, PowerPoint, Access, Adobe Acrobat and Outlook.

Salary Range: \$85,000 - \$140,000

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.