

## **PROJECT MANAGER – REAL ESTATE DEVELOPMENT**

New, full-time position with a high-performing community non-profit, responsible for leading the organization's **multi-family housing & mixed-use real estate development** activities, including two such projects -- comprising 200+ residential units, 10,000 sqf of commercial space, and representing more \$35.0 million in investment – already in the works, for development over the course of 2021-2023.

### **Primary activities of the position will include:**

- Tracking local market data & development activity;
- Identifying potential development opportunities, conducting project due diligence and feasibility analysis;
- Structuring project financing, creating and managing projects budgets;
- Preparing project proposals, reports, RFPs, and funding applications;
- Property acquisition, disposition and asset management;
- Creating and managing project schedules, workflows, and progress reporting;
- Coordinating and providing oversight of project-related professional services and service providers (i.e. architecture, engineering, construction management, environmental, legal, accounting, property management)

### **This position will also:**

- Work closely with the Grants & Compliance Manager to ensure regulatory and funding-related compliance throughout project implementation and operations;
- Participate with the Communications, Outreach & Engagement Manager in project-specific marketing and promotions;
- Play a key role in creation/implementation of a number of development-related initiatives, including a Community Land Trust, TIF District, and Economic Improvement District; and
- Assist the President, Vice President, and Board leadership in long-term, organizational strategic planning.

### **The ideal candidate will possess:**

- 3-5 years of increasingly responsible experience in affordable housing & real estate development, including a portion working in or with the non-profit/public arena;
- Bachelor's degree in real estate development, finance, urban planning, or other directly related field;
  - Preference given to those with advanced degrees or relevant continuing education/professional certification(s)
- Proficiency with full MS Office suite, MS Project or real estate PM software, and MS Teams platform.
- Strong financial acumen, robust critical-thinking and problem-solving skills, a predisposition for action and results, a penchant for organization, and a demonstrated ability to work independently.

### **Compensation & Benefits include:**

- \$55,000-70,000 salary, based experience and qualifications.
- Annual bonus, pension plan w/ employer contributions, reimbursement of health insurance premiums & out-of-pocket expenses, and full-flex PTO starting at 5 weeks annually for new hires.
- Company-provided cell phone and laptop, and hybrid remote/in-office work environment.

**To apply** submit cover letter, résumé, three (3) professional references, and salary history to:

Michael Osborne, President  
Near North Development Corporation  
1630 N. Meridian Street, Suite 1135, Indianapolis, IN 46202  
[michael@nearnorthdevelopment.org](mailto:michael@nearnorthdevelopment.org)

**\*\* Incomplete applications will NOT be accepted \*\***  
***Position Open Until Filled --- No Telephone Calls Please***