



Job Description

Position Title: Real Estate Project Manager
Campus: Brighton (hybrid remote)
Reports To: Director of Real Estate Development
Compensation: Exempt, Full-time, \$70-\$90k annually

BACKGROUND

2Life Communities provides superior housing to older adults of all backgrounds who can thrive independently within a supportive environment. We are a mission-driven organization with a vision whereby all older adults have the opportunity to age in community – to live a full life of connection and purpose in a dynamic and supportive environment. We are continually evolving support services to meet the needs of our diverse residents as they age. We offer case management, service coordination, and a wide array of wellness, cultural, and other activities. We partner with health care providers to identify innovative ways to support residents' health and well-being, and we engage with the broader community through our Village Center program.

2Life owns and operates over 1,300 units of affordable rental housing located within six campuses in metropolitan Boston. With another 210 apartments under construction and more in planning, we expect to add another 600-700 units within the next several years as we complete projects in active planning and construction phases. We continue to pursue other development opportunities. We anticipate continued growth in the size of our portfolio, the geography in which we operate, and the diversity of our residents in terms of race, ethnicity, income levels, and need for supportive services.

REAL ESTATE DEVELOPMENT AT 2LIFE COMMUNITIES

Bricks and mortar are just the foundation – each of our projects seeks new and creative ways to promote aging in community. The Real Estate team leads this creative endeavor, including working with mission-based programs and financial partners. The Real Estate Team consists of six full-time professionals. We have completed over \$200 million in new construction and comprehensive renovation projects over the past five years, with over \$300 million in our active pipeline. We expect to add more than 200 apartments to our portfolio by 2023 at two sites, including the redevelopment of a senior federal public housing property, and the expansion of the Golda Meir campus in Newton, with five additional projects in our active subsidized pipeline. We are also fully permitted and expect to break ground next year on a 175-unit campus for moderate-income seniors called Opus. This groundbreaking work is a creative approach to providing aging in community options for over-income seniors for housing with government subsidies but do not make enough to afford market-rate options. 2Life's goal is to double our portfolio over the next 10 to 15 years.

The 2Life's Real Estate Team is uniquely collaborative and highly skilled in its approach to project management. We work closely with each other and with Finance, Facilities, Property Management, Compliance, Resident Services, and Programs to lay the foundation for successful long-term project operations.

GENERAL SUMMARY



The Real Estate Project Manager (REPM) will work closely with and under the supervision of the Director of Real Estate Development. As a valued member of the team, they will embrace 2Life's mission and work to facilitate the highest standards for senior housing development and operations.

The REPM will adhere to a flexible, creative, and value-driven approach to real estate development. They will develop and maintain collaborative relationships with project teams, consultants, board members, volunteers, and 2Life's property management, administrative, and resident service staff. The REPM will have specific project responsibilities and share responsibility for 2Life's entire real estate portfolio. They will participate in Real Estate team meetings and activities to advance 2Life's mission to preserve and expand the portfolio.

ESSENTIAL JOB FUNCTIONS

The REPM will support the Real Estate team on specific development projects. They will have primary responsibility for many of the following tasks depending on their experience level and project workload:

- Coordinate project management activities for one or more development projects
- Assist with acquisitions, project zoning, and permitting, including managing community relations
- Support project teams, including 2Life staff and consultants, utilizing best practices, meeting diversity and inclusion goals, supporting transparency and information sharing, and encouraging buy-in through collaborative decision-making whenever possible and practical
- Help prepare, model, and manage complex development proformas and funding applications, secure pre-development, construction, and permanent financing
- Facilitate financial closings, relationships with financial partners, and compliance with financing requirements during the construction period
- Work with 2Life's Facilities team to manage construction, including the coordination of internal stakeholder input and the management of 2Life's contracts with the owner's representative, architect, and contractor
- Collaborate with 2Life's program staff to seek, secure, and manage relationships with prospective program and service providers during the development phase to accomplish desired program goals
- Prepare or assist with regular project updates and reports to 2Life's staff, Board of Directors, and Real Estate Committee, including support for establishing and managing project subcommittee for each project
- Participate in 2Life's public events and on external committees that benefit 2Life's real estate activities and support career growth and learning
- Complete other duties as requested and assigned

PREPARATION, KNOWLEDGE, SKILLS & ABILITIES

Our ideal candidate will be a highly motivated, flexible, and team-driven individual. They will be a creative problem solver who can overcome challenges and bring a warm sense of humor. They will have many of the following skills and experiences:

- Advanced degree in a relevant field or the equivalent in training and experience
- Minimum of two years of work experience in real estate project management or a related field



- Project management skills with the ability to manage multiple priorities and deadlines, attention to detail, and work independently
- Familiarity with various affordable housing funding programs, such as the Low Income Housing Tax Credit (LIHTC), HOME, CPA, CDBG, Section 8, and Section 202
- Experience creating and managing a complex development proforma, preferably for a LIHTC-funded affordable housing project
- Excellent interpersonal, writing, and verbal communication skills
- Ability to adapt to a changing environment and work effectively under pressure
- Experience working well on a team with a variety of personalities
- Able to travel within Massachusetts and attend early morning and evening meetings

Qualified candidates are strongly encouraged to apply [here](#)

2Life Communities is an Equal Opportunity Employer. We are committed to inclusive excellence and strives to create the finest affordable housing in the world through the collaboration of diverse, talented individuals. We encourage women, people of color, and applicants from the LGBTQIA+ community to apply.

The above statements intend to describe the general nature and level of work performed by people assigned to do this job. The above does not intend to be an exhaustive list of all responsibilities and duties required.

We desire to build and cultivate an inclusive environment that brings together a diverse workforce with unique experiences, backgrounds, talents, and perspectives.

External and internal applicants, as well as position incumbents who become disabled as defined under the Americans with Disabilities Act must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.