



Job Description

Position Title: Real Estate Project Manager
Reports To: Director of Real Estate Development
Campus: Brighton
Compensation: Exempt, \$90,000-\$110,000 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 a 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, and 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,

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Compliance, Resident Services, and Programs to lay the foundation for successful long-term project operations.

GENERAL SUMMARY

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

The SREPM 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 SREPM will have specific project leadership responsibilities and share the responsibility for 2Life's entire real estate portfolio. They will participate in Real Estate team meetings, and activities focused on advancing 2Life's mission to preserve and expand the portfolio.

ESSENTIAL JOB FUNCTIONS

The SREPM will have shared responsibility for a portfolio of affordable supportive housing projects. They will lead the development of at least two real estate projects through construction completion and transition to operations. The SREPM will:

- 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
- Lead 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
- Take projects through zoning and permitting, including managing community relations
- Prepare and manage complex development proformas and funding applications, securing predevelopment, construction, and permanent financing
- Manage 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
- Prepare regular updates and reports to 2Life's staff, Board of Directors, and Real Estate Committee as may be required
- Support 2Life's effort to integrate innovative programs and populations into 2Life's real estate projects, creating partnerships with senior service providers and leveraging investments from public and private healthcare institutions and insurers

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- Represent 2Life at 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

- Master's degree in Urban Planning, Real Estate, Finance or the equivalent in training and experience
- Minimum of eight (8) years of work experience in real estate project management
- Highly motivated, flexible, and able to work independently and with a team
- Creative problem solver who can adapt to find multiple paths to overcome challenges and bring a warm sense of humor
- Ability to adhere to 2Life's non-profit real estate development principles so that projects are highly innovative and successfully balance mission, feasibility, and risk
- Exceptional project management skills, with proven ability to manage multiple priorities and deadlines with attention to detail
- A clear understanding of affordable housing funding programs, such as the Low Income Housing Tax Credit (LIHTC), HOME, CPA, CDBG, Section 8, MRVP, and Section 202, and a proven track record in securing such funding for projects
- Demonstrated success creating and managing a complex development proforma, preferably for a LIHTC-funded affordable housing project
- Well-developed interpersonal, writing, and verbal communication skills, including the confidence to serve as an external voice for 2Life's projects and mission
- Successful in planning and facilitating meetings and managing working groups
- Flexibility to adapt to a changing environment and work effectively under pressure

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

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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.

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