



## Real Estate Project Manager

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*Do you have a passion for strengthening communities by helping low-to-moderate-income families to live in a safe and well maintained property? Are you proud of your work in affordable housing? Do you welcome the challenge of working in an urban environment and improving neighborhoods? If so, we want to talk to you!*

At our core, **New Jersey Community Capital** (NJCC) is a financial organization with a mission to create thriving communities. We do this through strategic investments and knowledge. **Community Asset Preservation Corporation** (CAPC) is the first nonprofit of an entity equipped with the financial strength, regional reach, and real estate expertise to arrange creative acquisitions of pools of hard-to-reach foreclosed properties and distressed assets. CAPC utilizes its strong partnerships with local community developers to ensure properties are redeveloped into quality affordable housing. CAPC became affiliated with New Jersey Community Capital as its real estate development subsidiary in 2009 and has since acquired and redeveloped nearly 1,000 housing units in New Jersey, Florida, and New York. Fulfilling the needs and improving the quality of life of thousands of individuals and families would not be possible without our talented and diverse staff, and motivating environment.

CAPC is seeking a motivated and entrepreneurial individual to provide project management services for single-family homes and multi-family development projects throughout Florida. Real Estate Project Manager will manage all logistics of the housing development cycle from initial conception through construction for various housing projects and new business development, delivering quality finished projects on schedule and within budget.

### What you'll do

Making affordable, quality housing available to low-to-moderate-income families is at the very heart of your role, and you'll be a key player in helping us achieve our mission.

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### **The skills you'll need**

We're looking for people who are motivated and driven to develop their career. We'd love to talk to you if you possess the following:

- Be dedicated to helping us create thriving communities across New Jersey.
- Bachelor's or Master's degree in Urban Planning, Architecture, Business, or Engineering degree preferred.
- Five (5) years of real estate development experience required.
- Driver's license and ability to travel to multiple job sites throughout Florida.
- Valid auto insurance coverage.
- Must be proficient in Microsoft Office, Microsoft Excel, and Salesforce is a plus.
- Excellent time management, organizational, and communications skills (verbal and technical).
- Able to manage a high volume of workload and multiple tasks.
- Self-motivated and entrepreneurial spirit.

### **What else you'll need to know**

NJCC and CAPC are all about creating thriving communities. We do this through strategic investments and knowledge. Fulfilling the needs and improving the quality of life of thousands of individuals and families would not be possible without our talented and diverse staff, and motivating environment.

Check us out – do a deep dive in our [Glassdoor profile](#), [www.capcnj.org](http://www.capcnj.org), and at [www.newjerseycommunitycapital.org](http://www.newjerseycommunitycapital.org).

We offer a competitive nonprofit salary based on experience and skills (\$35-50K/annualized), as well as a generous benefits package including: health, dental, disability and life insurance; 401(k) savings plan after one year's service; flexible spending accounts (medical, dependent care, and transportation); and 25 paid leave days (includes 8 sick days, personal, and vacation) plus 12 paid holidays.

NJCC and CAPC embrace diversity and equal opportunity in a serious way. We are dedicated to forming a team that represents a variety of backgrounds, perspectives, and skills. The more inclusive we are, the better our work will be.

### **To Apply**

If this exciting opportunity appeals to you, please email a thoughtful cover letter, **salary requirements**, and your résumé to [hr@njclcf.com](mailto:hr@njclcf.com). Please include **"Real Estate Project Manager – Your Name"** in the email's subject line.