



NEW JERSEY
COMMUNITY
CAPITAL



421 Halsey Street | Newark, New Jersey 07102 | phone 973.841.2674 | fax 973.732.4152 | www.capcnj.org

Multi-Family Project Manager

Passionate about groundbreaking community development and mission-driven leadership in a growing organization? Interested in cutting-edge community development, neighborhood revitalization, and developing mission-driven strategies? If so, we want to talk to you!

New Jersey Community Capital (NJCC) is a community development financial institution with a mission to create thriving communities through strategic investments and knowledge. Community Asset Preservation Corporation (CAPC) is the first nonprofit entity equipped with the financial strength, regional reach, and real estate expertise to arrange acquisition of pools of foreclosed properties and distressed assets. CAPC partners with local community developers to ensure properties are redeveloped into quality affordable housing. Fulfilling the needs and improving the quality of life of thousands of individuals and families would not be possible without our talented staff and motivating environment. 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.

Job Overview

The Multi-Family Project Manager supports the organization's efforts of acquiring and rehabilitating multi-family projects.

Essential Functions

- Assist with obtaining site control, review materials related to the purchase of the land, and monitoring deadlines in the land purchase contract.
- Responsible for development forecasting and modeling (profitability/pro forma).
- Prepare cost estimates, sources and uses, operating statements, cash flow analysis and supporting schedules.
- Develop and recommend best alternatives on transactions involving new developments, expansions, acquisitions and dispositions; operating expenses, taxes, utility charges and rent escalators.
- Work in conjunction with the architect to review design development and construction documents to ensure conformance with the development scope and defined construction standards specifications.
- Coordinate due diligence to evaluate the physical condition of new acquisitions and third-party assignments.
- Prepare application materials for any applicable governmental/quasi-governmental funding programs and respond to any concerns to resolve deficiencies and prepare post award documentation and submit according to deadlines.

- Prepare documentation needed for third-party lenders and investors and coordinate activities required to obtain final commitments from funding sources.
- Define requirements to ensure all scheduled milestones for planned development activities are in compliance with applicable regulatory and contractual requirements.
- Responsible for developing and validating construction cost estimates for bid evaluation.
- Assist executive management in developing and negotiating contract terms and contracts with lenders and financial partners.
- Prepare documentation and coordinate closing with all participating parties.
- Negotiate construction agreements and oversee the contractual relationships with vendors/contractors to ensure vendor/contractor performance under these agreements.
- Oversee development schedule and costs in cooperation with construction personnel, ensuring the completion of all construction and renovation development according to the agreed timeframes.

Qualifications

- Bachelor's degree required in Business, Finance, Accounting or Real Estate. MBA or Master's degree preferred.
- 5–7 years of proven experience in project management.
- Proficient in Microsoft Suite and Salesforce preferred.
- Ability to work with financial concepts and perform financial analysis and ability to use advanced Excel financial functions.

Work Location

The position is located at 421 Halsey Street, Newark, New Jersey 07102.

Work Schedule

Business hours run from 8:30 a.m. to 5:00 p.m.

Compensation & Benefits

We offer a competitive nonprofit annual salary based on experience and skills (\$60K–\$65K), as well as a generous benefits package, including health, dental, disability and life insurance after 30 days of service; 401(k) retirement plan after a year of service; flexible spending accounts, including medical, dependent care, and transportation; and 25 paid leave days, including sick and personal days plus 13 paid holidays.

To Apply

If this exciting opportunity appeals to you, please email your résumé to kcastillo@njclf.com and include “Multi-Family Project Manager – *Your Name*” in the email subject line.

Check us out at www.newjerseycommunitycapital.org and www.capcnj.org!