



Vietnamese American Initiative for Development, Inc.
42 Charles Street, Suite E, Dorchester MA 02122
Tel: 617-822-3717 - Fax: 617-822-3718 - www.vietaid.org

Job Overview: The **Real Estate Project Manager** will have an opportunity to work on a range of affordable, housing and mixed-use development projects in a dynamic local development environment. The Real Estate Project Manager will assist the Director of Real Estate Development in managing project development, monitoring project budgets, maintaining lender relationships, and overseeing property lease up or sales. It is a full-time, exempt position and reports to the Director of Real Estate Development.

The Vietnamese American Initiative for Development (VietAID) was founded in 1994 by community leaders and residents who believed that a community development corporation would provide comprehensive economic development programs and services to alleviate poverty and advance civic participation in the Fields Corner Vietnamese community of Dorchester. VietAID's programs include an accredited bilingual pre-school, out of school time youth development, drop in day program for older adults and affordable housing creation and preservation. VietAID manages a growing portfolio of deeply affordable housing units across Fields Corner and Dorchester.

VietAID developed and operates the Vietnamese American Community Center (VACC). VACC serves as a place for the community to come together and take part in or learn about programs that can help them improve their health, education, financial well-being, and more. VietAID is just one of several community organizations that operates out of the VACC. On any given day, as many as 200 children, youth, and adults access services in the building.

Responsibilities and Duties:

- Assist with management of real estate development tasks related to community outreach and planning, permitting, zoning, etc.
- Assist with acquisition, construction, and/or renovation of real estate projects. Prepare and submit project funding and finance applications. Manage and evaluate project financial pro-formas for project viability.
- Support and assist the Director of Real Estate Development with tasks required for successful completion of VietAID projects and development of its real estate pipeline.
- Assist with management of refinancing, renovation, and rehabilitation of existing assets.
- Assist with overseeing property management company, who lead day-to-day management of VietAID's existing portfolio of 164 rental apartments and four commercial spaces.
- Identify and support opportunities for meaningful involvement of residents and community members in VietAID's housing development work.
- Assist in recruiting and supervising interns and/or co-op students to support active development and pipeline projects.



Qualifications and Skills: *We will consider exceptional candidates who demonstrate a strong combination of the specific qualifications and skills described below.*

- Minimum of bachelor's degree, preferably in a real-estate related field such as architecture, planning, community development or finance.
- Prior experience in affordable housing development, including familiarity with Low Income Housing Tax Credits and local funding sources, preferably in Massachusetts.
- Two (2) years of experience related to planning, community development, real estate development and/or asset management. Internship experience considered.
- Strong team player with a positive attitude; should be able to complete tasks following guidance on the basics, solve problems independently and take initiative.
- Ability to deliver accurate work under pressure, and organize work required to meet project deadlines and budgets.
- Excellent mathematical analytic and problem-solving skills.
- Strong verbal and written communication skills.
- Ability to interact positively with people of all racial, ethnic and economic backgrounds, including members of our community, our staff, and outside stakeholders.
- Motivated to learn and take on training opportunities for skill further development.
- Strong commitment to racial and economic justice; readily applies racial/economic equity lenses to housing development work.
- Availability to attend evening community meetings and public hearings as required.
- Strong computer skills including G-Suite, Microsoft Office Suite and Adobe.
- Familiarity with building design and construction principles and project management.
- Familiarity with Vietnamese language and culture is a plus, but not required.

Location: Work will be primarily at our main office (42 Charles Street, Suite E, Dorchester MA 02122) with opportunities for remote as appropriate.

Compensation: The salary range for this position is \$55,000-\$65,000 and is commensurate with experience. This is a full-time position.

Please submit your cover letter and resume to contact@vietaid.org with the subject line *Real Estate Project Manager - Applicant*. This position is open until filled and will start after May 31, 2023. Interviews will subsequently be scheduled on a rolling basis. Interview will be remote via Zoom. No phone inquiries.

As an EOE/AA employer, VietAID will not discriminate in its employment practices due to an applicant's race, color, religion, sex, national origin or ancestry, age, sexual orientation, gender identification, genetic information, veteran or disability status or any other factor prohibited by law.