



Title: Project Manager
Direct Report: Senior Project Manager
Indirect Report: EVP / Head of Development
FLSA Status: Full-Time Exempt

Job Summary

The Project Manager (PM) is responsible for leading development projects through all stages of the project life cycle, including predevelopment, acquisition and construction closing, construction administration, marketing/lease up, conversion to permanent financing / stabilization and repositioning, as applicable. The PM is expected to work collaboratively in a fast-paced, entrepreneurial work environment with a range of individuals and organizations.

Essential Functions

Responsibilities include, but are not limited to:

- Manage project teams of outside partners, design professionals and consultants
- Develop and manage financial analyses
- Maintain and update project schedules
- Interface with various public agencies, business partners and community stakeholders to develop strong working relationships
- Review key project documents with some guidance and in coordination with outside counsel
- Negotiate bank term sheets and legal documents with some guidance
- Serve as point person for closings, including due diligence and working group calls
- Prepare and / oversee construction requisitions
- Monitor construction, lease-up, sales, and other ongoing processes through stabilization
- Work closely with internal asset and external property managers to monitor the transition from construction completion through stabilization / repositioning
- Create and update budgets and business plans for each project with some guidance
- Help prepare investment memorandums to convey the inherent risks associated with a particular project
- Analyze potential investment / acquisition opportunities with some guidance, including submissions to Requests for Proposals / Qualifications
- Oversee and support junior staff as they engage with project partners
- Travel to properties in the NY metro area to perform site inspections and collect data
- Maintain complete and accurate files and records

Required Skills and Abilities:

Knowledge of key deal documents including but not limited to financing terms sheets, regulatory agreements and operating agreements

- Good understanding of transactional structuring and of both affordable and conventional financing sources
- Demonstrated underwriting and financial analysis experience (modeling, project level returns, optimal structures, etc.)
- Ability to identify and resolve deal point issues with some guidance
- Ability to lead others, work independently as well as in a group environment
- Strong problem solving and quantitative skills
- Ability to prioritize and accomplish multiple tasks effectively
- Exceptional written and verbal skills
- Mastery of Microsoft Office
- Strong data management skillset with the ability to collect and manage data, including exploratory data analysis, is strongly preferred

Education and Experience

- Master's degree in Real Estate, Urban Planning, Finance or other relevant field
- Knowledge of New York City real estate development
- 4+ years in a relevant field, experience in a real estate development company preferred

Work Environment

- This job operates primarily in an office environment but may occasionally require travel throughout the five boroughs.

Position Type/Expected Hours of Work

- Full-Time; Monday – Friday; 40 hours per week
- Overtime is expected on occasion

Work Environment

- This job operates in an office environment but will require travel offsite.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- While performing duties of this job, the employee is regularly required to communicate and converse with employees and community members; maintain a stationary position (standing or sitting), move/traverse, kneel, bend, and reach with hands and arms for extended periods.
- This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.
- This is a largely sedentary role. The employee is occasionally required to push and pull items weighing 15 pounds or less.
- The position requires the ability to follow written and oral instructions and procedures.

Affirmative Action (AAP/EEO statement)

Camber is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sex, sexual orientation, national origin, genetics, disability, age, or veteran status.

Disclaimer

This job description in no way states or implies that this is an all-inclusive list of job-related responsibilities, duties, skills, efforts, requirements, or working conditions to be performed by the employee in this position. While this is intended to be an accurate reflection of the current job, management reserves the right to revise the job or to require that other or different tasks be performed as assigned. It does not limit the assignment of related duties not mentioned.

All job requirements are subject to possible revision to reflect changes in the position requirements or to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a threat or risk to the health and safety of themselves or other employees. Employees will be required to follow other job-related duties as requested by their supervisor/manager (within guidelines and compliance with Federal and State laws). Continued employment remains on an “at-will” basis.