



CLARETIAN ASSOCIATES

Building Community in South Chicago

3039 E. 91st Street– Chicago, Illinois, 60617 – 773-734-9181

POSITION DESCRIPTION

Job Title: Real Estate Project Manager
Reports to: Chief Executive Officer
Department: Development
Classification: Exempt, Salaried, Fulltime
Date: February 2023

ORGANIZATION SUMMARY

Claretian Associates carries on a rich and collaborative tradition of responding to the needs of South Chicago and its surrounding communities by providing affordable housing and vital services that benefit the safety and wellbeing of our residents and families.

Since 1991, Claretian Associates have built a network of relationships and activities that have affirmed our faith in the future of South Chicago. Continuing our housing programs and wrap-around services in a targeted 12-block area, we have created/stewarded over 240 affordable homes and apartments, and we work with other neighborhood stakeholders to undertake community development projects and services that continue to enrich the lives of the Southeast Chicago area. Recent acquisition of a 101-unit multi-use building with over 40,000 square feet of commercial space has opened even more opportunities for our growing organization.

POSITION SUMMARY

Claretian Associates is at a critical period in a major growth phase and is seeking a skilled Real Estate Project Manager (REPM) to oversee building and community planning projects. REPM will provide requirements analysis, planning, administration, programming, design, construction and management oversight to ensure all real estate projects are completed in accordance with established construction budgets and standards. The REPM will work with the Chief Executive Officer and serve as the lead on affordable housing and other development projects and community building initiatives.

MAJOR RESPONSIBILITIES

- Work in conjunction with the Executive Director to develop affordable housing and execute a long-range housing development plan and specific project plans.
- Arrange for and negotiate predevelopment financing, permanent project financing, including mortgage financing and grants. Ensure compliance with financing terms.
- Identify properties and negotiate acquisition with private owners and the City of Chicago.
- Assist in the selection and management of contractors in the real estate development process, including architects and general contractors.

- Work with other staff and other organizations to offer technical assistance, handle inquiries from parties interesting in renting commercial property under development.
- Act as the liaison with inspecting architects to ensure adherence to cost and schedule terms, work quality, and compliance with applicable regulations. Remain in contact with buyers throughout the construction process.
- Work with corporate legal counsel to prepare Claretian Associates for acquisitions, closings and other legal transactions.
- Maintain a general land database.
- Maintain required professional knowledge and job skills. Attends and participates in required educational programs, community meetings and staff meetings.
- Perform other duties as required.

PERFORMANCE MEASURES

- Ensure projects are completed on schedule, within budget and in accordance with applicable regulations.
- Progress is made toward meeting the needs of target population and community improvements are identified.
- Development fee income is generated for the agency.
- Deliver a high level of customer and community satisfaction.
- Engage a diverse tenant/buyer population.

QUALIFICATIONS

- Requires a bachelor's degree in Architecture, Urban/City Planning or related field or 3 years of community and housing development experience or similar experience.
- 3-4 years' experience managing construction and/or rehabilitation of residential properties.
- Experience working with the Chicago Department of Housing, Department of Planning & Development and the Illinois Housing Development Authority
- Strong Excel and Word skills
- Possess excellent verbal and written communication skills to interact effectively with internal and external partners.
- Experience working with architects and general contractors and other development consultants.

COMPENSATION

- Annual salary of \$50,000
- Includes medical, dental, vision, vacation and other benefits.

Interested candidates should submit resume and cover letter to careers@claretianassociates.org.