

Church Community Housing Corporation (CCHC)
Project Manager

Church Community Housing is searching for an experienced candidate for a full-time Project Manager (PM) position, to manage all aspects of assigned real estate development projects from concept to completion.

Church Community Housing Corporation (CCHC) is a leading non-profit real estate development organization, dedicated to creating and managing sustainable, energy efficient, affordable, rental and homeownership opportunities, for residents of Newport County, Rhode Island. Through collaboration with community partners, CCHC extends its activities to community and economic development projects that promote well-planned, integrated, stable, safe and healthy communities.

Scope and Purpose:

The Project Manager (PM) works under the supervision of the Real Estate Development Director. The PM manages all aspects of assigned real estate development and new housing related initiatives in keeping with Church Community's mission of developing housing for low- and moderate-income persons.

Project Manager Activities:

- Manage, track and report on single and multi-family residential construction in coordination with development team members.
- Manage development project process from concept to completion. i.e.: acquisition, permitting, funding applications, funding commitments, development team contracts, requisitions, close-out etc.
- Manage procurement process for the construction or rehabilitation of properties.
- Contract preparation and recommendations for development team.
- Attend on-site construction and/or funding meetings, as required.
- Attend both internal and external training/conferences, as needed.
- Maintain confidentiality of all clients and beneficiaries of CCHC services.
- Assist other staff as needed in an effort to support the mission of the organization.

Qualifications:

- 2-5 years of experience in real estate development project management.
- Strong organizational skills.
- Strong project management skills.
- Experience in grant writing, construction management and financing
- Bachelors or Masters Degree in Planning, Public Administration or related field (preferred)

Benefits:

- 401K
- Health, Dental and Vision Insurance
- Professional Development Assistance

Please provide resume and salary requirements when applying.

If interested, please contact Executive Director Christian Belden at cbelden@cchcnewport.org.