



The National Development Council Project Manager for Social Infrastructure Development

Organization: The National Development Council

The National Development Council (NDC) is the nation's oldest non-profit providers of advisory services and specialized training in the areas of economic development and housing development finance, project underwriting, and small business lending. For more than 50 years, NDC has worked with our clients to realize their economic, housing and community development goals. We provide expert advisory services to government and non-profit clients to solve the most challenging issues facing communities today, and provide access to loan capital for small businesses and affordable housing. For additional information about NDC, please visit <http://www.ndconline.org/>

Position: Manager - NDC seeks to add a Project Manager to its Social Infrastructure team. The Project Manager will work closely with the Senior Director and other members of the team on project management assignments related to the design, financing, construction and operations of social infrastructure assets. These projects are typically sponsored by other nonprofit organizations and/or municipalities which request NDC to serve as project manager, and sometimes as financier and owner of the asset. The types of projects vary, but might include affordable housing, public facilities such as City Halls and libraries, parking garages, and university laboratories and office buildings, among others. Currently the majority of these projects are in the Northeast and Caribbean (Puerto Rico and the U.S. Virgin Islands) but NDC expects to grow this work in other parts of the country. The position will require some travel to project sites, more so during construction. Candidates currently located in the Tri-State Area (New York, New Jersey, Connecticut) are preferred, though others candidates will be considered. We seek candidates who embrace our mission and add passion to their work.

The person selected for this position will be expected to work under the direction of NDC's Social Infrastructure Senior Director to:

- Support business development by attending client meetings, workshops, and conferences, preparing presentations and by monitoring and responding to RFQ/Ps
- Conduct relevant research related to changes in publicly sponsored projects and private sector development strategies, sometimes called public private partnerships or P3.
- Oversee procurement process to select development project team members including architects, contractors, attorneys, accountants, engineers, among others. This process will often involve issuing an RFQ followed by interviews.
- Participate in pre-construction project meetings with architectural teams and other professionals to organize project design
- Assist with the process of securing project-specific entitlements, including items such as site plan approvals, zoning changes,
- Assist with the preparation of various project-specific environmental reports to meet with required State and Federal statutes and regulations.
- Prepare monthly progress reports during pre-construction phases of projects.
- Provide support related to client reporting, billing and contracts, coordinating with NDC's accounting and finance teams.
- Assist with construction oversight and accounting
- Provide marketing support by generating impact stories, case studies and best practices from project work



Qualifications

Minimum Requirements

- A bachelor's degree in public or business administration, finance, planning, real estate development or other related fields. A master's degree will be preferred.
- Direct experience with planning and project management in real estate development in pre-construction and construction phases.
- Five years of experience with economic development, commercial real estate and/or housing development and finance, urban planning, and/or finance, preferred.
- Highly energetic, creative self-starter capable of managing various assignments for multiple parties and working independently to meet established goals and timelines.
- Ability to establish and maintain effective working relationships with professional colleagues, municipal clients, public officials, developers, entrepreneurs, and representatives from private and public financial organizations.
- A demonstrated ability to solve problems in a collaborative work environment.

Interested applicants should submit a cover letter and resume to: careers@ndconline.org

Competitive salary commensurate with experience. Comprehensive benefits package. Career path to Field Director position, direct Small Business Lending activities, or affordable housing development/financing positions. NDC is an Equal Employment Opportunity employer. **This position is open until filled.**