



Construction/Development Junior Project Manager

The Junior Project Manager (JPM) of Eastern Connecticut Housing Opportunities (ECHO) reports directly to the Director of Real Estate Development. The JPM is responsible primarily for the activities related to constructing, rehabilitating, and maintaining affordable housing properties including multifamily housing and single-family properties sponsored by ECHO. The position manages all aspects of building design, scope of rehabilitation, construction oversight, and architect and general contractor relationships for the organization's development activities. Some grant writing and grant compliance reporting will be required. The individual works independently, but in coordination with other staff, and is responsible for managing multiple projects and activities, representing ECHO or ECHO clients at public meetings, and working with contractors, architects, engineers, construction managers, interior designers and other professionals in the housing design and construction fields.

Specific duties and responsibilities related to multi-family development include the following:

- Manage and coordinate the design, contracting and construction management of multiple projects annually
- Participate in visits to potential sites or properties for acquisition; conduct and coordinate initial site evaluations and other due diligence to determinate the feasibility and initial cost parameters for construction or rehabilitation
- Participate in grant writing, completing funding requests and loan applications for every project as necessary
- Coordinate with the Director of Real Estate Development, the Finance Director, the CEO of ECHO and/or assigned personnel from outside clients/consultants in evaluating potential architects, engineers, interior designers, and general contractors and recommend selection of the architect and general contractor
- Participate in regular meetings with the development team, architect, and contractor throughout the design development stage of each project and manage the design and costing process with regular coordination with the Director of Real Estate Development and other team members managing the overall project development
- At appropriate stages in the design process solicit comments and guidance from the Property Manager, particularly in the design of common areas and community spaces
- Review contract documents, payment applications and invoices for the design and construction or rehabilitation of multifamily communities and ensure that costs conform to the development budget, the contracts conform to all the requirements of lenders and investors, including specific supplemental conditions; and the contracts conform to organizational policies
- Be responsible for the proper completion of the site development plan, assist in securing zoning approvals, securing the survey and other land development functions and coordinate these activities with the Director of Real Estate Development to ensure the timing of products conforms to the development schedule

- Represent ECHO at meetings with local public officials and clients in a professional manner maintaining a high standard of workmanship
- Manage the selection of all construction materials, design finishes, and colors and coordinate review and final selection with the President/CEO and/or client
- Review and make recommendations for alternative solutions on construction documents and specifications
- Monitor and ensure various program requirements are fully complied with by contractors and others including State and Federal requirements
- Review and make recommendations for change orders, in coordination with the Director of Real Estate Development, the President/CEO and/or the client
- Provide construction monitoring and oversight and participate as the owner's construction representative
- Respond to inquiries from the Finance and Accounting staff from their review of monthly requests for payment by contractors
- Provide support as needed to the Director of Real Estate Development, the Finance department, and auditor during cost certification

Preferred Skills and Abilities:

- Experience with multifamily residential real estate development construction and
- Experience with project planning and implementation
- Experience or aptitude to acquire general construction and legal knowledge with respect to required multi-family building codes, materials, product specifications, and costs
- Experience or aptitude to acquire various compliance knowledge with respect to nonprofit affordable housing programs, ADA accessibility, Universal Design, Green Communities, Energy Star, CHFA Design Standards, and historic renovations
- Ability to identify and capitalize on opportunities that benefits the agency and ECHO clients
- Ability to oversee complex construction projects and perform other duties as assigned

Minimum Qualifications:

1. High School Diploma is required, a college degree in architecture, construction, planning, engineering or related field is preferred.
2. 3-5 years' experience in multifamily construction, project management, project superintendent or similar.
3. Detail-oriented and able to multi-task different real estate development projects at different stages and maintain quality control.
4. Strong analytical, interpersonal, problem solving, and communication skills.
5. Ability to work independently as well as being able to lead a team.
6. Proficiency with Microsoft 365, Adobe Acrobat and preferably AutoCad.
7. Valid Connecticut Driver's license and reliable transportation. Required use of own vehicle.

Compensation:

Salary to commensurate with experience
 Medical insurance plans
 Retirement plan
 Vacation/holidays/PTO
 Annual Bonus possible

Eastern Connecticut Housing Opportunities, Inc. (ECHO) is an Equal Employment Opportunity Employer. ECHO does not discriminate on the basis of race, religion, color, sex, gender identity, sexual orientation, age, non-disqualifying physical or mental disability, national origin, veteran status or any other basis covered by appropriate law. All employment is decided on the basis of qualifications, merit, and business need.