

Building Hope: A Charter School Facilities Fund

Project Manager Real Estate Development

Position Description

Position Summary

Building Hope is looking for a Project Manager to oversee the development of new charter school facilities in the Washington D.C. area and support projects in other regions of the country as needed. He/she will be responsible for managing and or overseeing a minimum of 3 projects at various stages of development. The Project Manager will ultimately manage all phases of the facilities development process, site selection, due diligence, design development, entitlements, and construction through project closeout.

The position is based in Washington, DC and the candidate will travel throughout the U.S. up to 35% of the time. The Project Manager will report to the Vice President of Real Estate Development and will work closely with the Vice President for the Mid-Atlantic Region, Building Hope's finance team, and tenants to execute on the day-to-day project management activities.

Responsibilities

The Project Manager's role will include day-to-day management of his/her project(s). The Project Manager's direct responsibilities may include but are not limited to the following:

Site Selection

- Identifying property options and make site visits, create preliminary yet detailed budgets based on square footage to evaluate site potential for Vice President of Real Estate Development sign-off.
- Draft letter of intents and review necessary contracts for site acquisition.
- Obtain client signoff, with board approval, to pursue site; finalize client contracts with operators working with Regional Vice President.

Due Diligence

- Identify necessary environmental and entitlement-related due diligence studies to be conducted on the specific site.
- Coordinate bids from multiple vendors for each study, comparing and making recommendations to clients and internally.
- Finalize all reports for later distribution to lenders, city agencies, etc.

Entitlements

- Research zoning restrictions on a particular site, flagging whether formal change of use required for school use on-site.
- Work with local land use attorney to complete entitlement application (e.g., Conditional Use Permit, Site Plan Review, Variance), identifying timeline risks internally to project team and externally to client.
- Lead community outreach process with school support for key stakeholder buy-in; draft and collect Letters of Support, as needed.
- Track entitlement process through city, attending Public Hearing and other key meetings with presentation materials (e.g., project boards)

Design Development

- Source and finalize contract with architecture team, managing day-to-day interaction between architect and client.

- Work with architecture team to ensure on-time delivery of work product, particularly tied to key milestones, schematic design, design development and construction documents.
- Iterate continually on design scope and affordability, making recommendations to client and architecture team on necessary and “nice to have” features based on overall project affordability.
- Manage and participate in design, pre-construction, and construction site meetings (representing Owner responsibilities, guide owner decisions, advise on programmatic and building type issues).

Construction

- Manage budget and schedule during construction.
- Attend on-site meetings.
- Run invoicing and change order process between contractor and Building Hope, leveraging Building Hope construction managers, when available, for expert opinion on change orders.
- Review all change orders and ensures budget reconciliation process with finance team occurs.

Closeout & Occupancy

- Ensure completion of punch list with contractor and school, as well as, final inspections with city through obtaining Certificate of Occupancy.
- Support school in coordinating move-in, providing training day on key systems.

Desired Skills and Experience

- An undergraduate degree from an accredited college or university with a focus in Finance, Engineering, Development Design/Planning, Construction Management, Law or related discipline is required. Graduate degree or graduate student is preferred.
- 3 -7 years’ experience in a real estate and construction project management role is a plus; demonstration of ability to quickly learn and solve problems is preferred.
- Proven experience managing contractor relationships.
- Knowledge of Microsoft Office, specifically Excel and Project.
- Solid Project Management experience with ability to develop detailed project budget
- Be able to operate independently as well as work as a team member.

Compensation

Salary commensurate with experience. Building Hope offers a competitive benefits package which includes: paid holidays, vacation and sick leave; 100% subsidized medical, dental, and vision coverage; tax deferred retirement with a company match of up to 6% annually; life insurance/AD&D; short and long-term disability; and flexible spending accounts.

About Building Hope

Building Hope, established in 2003, is a national non-profit organization headquartered in Washington, DC that believes investments in the growth of quality charter schools will increase under-served children’s chances of success in life.

Building Hope partners with individual and institutional investors, and philanthropic and government organizations to provide facilities financing; property development and project management services; technical assistance; and back-office business services that supports the growth of high quality public charter schools.

How to Apply

Qualified candidates please submit your cover letter and resume to: info@bhope.org.

Building Hope is an Equal Opportunity Employer