

PROJECT MANAGER

Children's Investment Fund

The Community Economic Development Assistance Corporation (CEDAC) is a quasi-public state corporation that provides technical assistance and loans to community-based non-profit development organizations. The Children's Investment Fund (CIF) is an affiliate of CEDAC, reporting to a separate board of directors. CIF's work includes technical assistance, training, grant and loan programs, and advocacy and outreach on improving facilities for community-based programs serving low-income children.

The Project Manager works as a small team member, focusing on facility development for early childhood education and out-of-school time programs in Massachusetts. They are expected to work collaboratively with our grantees/borrowers to provide support and technical assistance with a strong customer service focus. The Project Manager facilitates the successful management of all phases of the real estate development process. They advise grantees/borrowers during development and manage the process from underwriting to disbursement. They also work with grantees/borrowers to achieve successful project completion by helping to identify additional resources as needed. The Project Manager reports to the Children's Investment Fund Director.

Responsibilities:

Capital Grant Underwriting & Closing

- Participate in planning and preparing the Early Education and Out of School Time (EEOST) Capital Grant program and other competitive funding round materials.
- Evaluate and underwrite grant requests from providers and prepare analysis and recommendations for the MA Department of Early Education and Care and other grant programs as needed.
- For approved grants, manage the grant legal closing process with administrative staff.
- Monitor project progress and grant status; review and approve provider funding requisitions and disbursements consistent with agreed grant terms; and prepare reporting documents as necessary.

Technical Assistance & Borrower Support

- Provide development technical assistance to the agency's clients, including initiating project development opportunities; advising clients in strategic thinking and planning; assisting in site acquisition and preparation of financing applications; evaluating, selecting, and managing professionals in a development team.

- Contribute content and deliver training related to facilities development, design considerations, outdoor spaces, and other topics as needed.
- Provide organizational development assistance to child care organizations, including advice and guidance about board development, appropriate management responsibilities, financial and administrative procedures, and overall project decision-making.

Outreach/Marketing

- Market CIF's loan/grant products and technical assistance services as requested at conferences and meetings.
- Conduct outreach that complements and expands current business development efforts, particularly in underserved areas of the state.

Program & Policy Development

- Remain current about changes in the early childhood education and out-of-school time and community development sectors related to law, policy, and regulations affecting the availability of financing.
- Attend program and agency-wide meetings to foster communication and collaboration.
- Perform other duties as directed or as needed.

Qualifications:

Work Experience

- Minimum five (5) years experience in real estate development, lending, or a relevant field (relevant Master's degree may be substituted for two (2) years of experience).
- Familiarity with legal, financial, design and construction, marketing, leasing, and sales aspects of development.
- Familiarity with the child care field is preferred but not required.

Skills

- Excellent written and verbal communication skills are required.
- Demonstrable ability to engage in financial analysis essential.
- Ability to work as a highly motivated team member, as is a commitment to non-profit community development, is critical.

Education/Training

- Bachelor's degree in a related field.

Other

- Ability to work a hybrid schedule. CEDAC's offices are located at 18 Tremont Street in Boston. Employees are required to work a minimum of

two days a week in the office and may work the remaining three days a week from home. CEDAC provides computers and related equipment and supplies for working remotely from home.

Compensation:

The full-time starting salary range of \$85,680 - \$88,500 commensurate with experience and education.

In addition to a competitive salary, this position offers an impressive benefits package that includes the following:

- Health, dental, life, and disability insurance (please note that currently, CEDAC pays the entire medical and dental insurance HMO premium for employees and their qualified dependents).
- Section 125 flexible spending account for medical and dependent care.
- 403(b) deferred compensation plan, vesting immediately.
- Three weeks of paid vacation to start.
- Thirteen paid holidays.
- Three personal days.
- Twelve sick days.
- Flexible work schedule, if needed, due to the COVID-19 pandemic.

Application Process:

- Please apply through our website at <https://cedac.org/about/job-openings/>.
- *Please note: Applicants must live in or are expected to relocate to Massachusetts.

COVID Policy:

CEDAC complies with all state and federal guidelines that pertain to COVID-19. All employees must demonstrate that they are fully COVID-19 vaccinated upon hire. Employees shall thereafter be required to demonstrate that they continue to maintain COVID-19 vaccinations in accordance with the CDC definition of fully vaccinated and as adopted by the Massachusetts Department of Public Health.

Equal Opportunity Employer:

CEDAC is an Affirmative Action/Equal Opportunity Employer and encourages applications from candidates from diverse personal, cultural, and ethnic backgrounds. CEDAC will provide job-specific training as well as professional development opportunities.