

# SENIOR PROJECT MANAGER — HOUSING

CEDAC • Community Economic Development Assistance Corporation  
18 Tremont St., Suite 500, Boston, MA 02108

**\$110,000 – \$150,000**  
Salary Range

**Hybrid — Home + Office**  
Work Model

**35 Hours Per Week**  
Schedule

## ABOUT THE OPPORTUNITY

CEDAC is seeking a mission-driven Senior Project Manager to help advance development and preservation of affordable housing across Massachusetts. This is a rare opportunity to blend expertise in lending, underwriting, and real estate development with meaningful, community-centered work supporting nonprofit and community-based developers from early concepts all the way through project completion.

You'll serve as a trusted advisor, helping bring impactful housing developments to life, especially in communities that have historically been underserved. CEDAC supports rental and homeownership projects, often with community development, supportive services and accessibility as a major focus. If you're energized by work that helps people and communities thrive, this role is for you.

## WHY JOIN CEDAC — BENEFITS & CULTURE

<p>△ <b>Hybrid Flexibility</b> 2 days per week in the Boston office</p>	<p>♥ <b>Comprehensive Benefits</b> Competitive health, dental &amp; retirement package</p>
<p>🕒 <b>35-Hour Work Week</b> Full-time pay with a schedule that respects your time Monday to Friday within 9am to 5pm</p>	<p>★ <b>Mission-Driven Impact</b> Your work directly shapes housing equity statewide</p>
<p>💰 <b>Competitive Salary</b> \$110K–\$150K</p>	<p>○ <b>Values-Based Culture</b> Collaborative team committed to equity &amp; community</p>

## KEY RESPONSIBILITIES

### Lending & Underwriting

- Evaluate predevelopment and acquisition loans for affordable housing projects
- Perform rigorous financial analysis and prepare well-reasoned lending recommendations
- Manage closings, disbursements, and ongoing loan compliance with care and precision

### Technical Assistance

- Partner with developers on financing strategies, site acquisition, and end-to-end project execution. Guide teams through permitting, approvals, and key development milestones
- Provide hands-on support across the full affordable housing lifecycle from concept to completion

## Partnerships & Community Impact

- Build trusted, lasting relationships with community-based and nonprofit developers
- Represent CEDAC at events
- Develop strong working relationships with other public and private lenders.
- Champion mission-focused development at every stage of the work

## WHAT WE ARE LOOKING FOR

- Bachelor's degree or equivalent professional experience
- Ten (10) years of experience in affordable housing, real estate finance, or community development
- Strong underwriting and financial analysis skills with a sharp eye for detail
- Working knowledge of affordable housing programs like LIHTC, tax-exempt bonds, state, federal and local capital sources, rental subsidies, and related tools
- Ability to manage multiple complex projects simultaneously while building trusted, long-term relationships
- Deep commitment to equity, inclusion, and the communities CEDAC serves

## Our Commitment

CEDAC is committed to providing an environment of mutual respect where equal employment opportunities are available to all applicants, colleagues and partners without regard to race, color, religion, sex, pregnancy, national origin, age, physical and mental disability, marital status, sexual orientation, gender identity, gender expression, genetic information, military and veteran status, and any other characteristic protected by applicable law.

CEDAC believes that diversity and inclusion among our colleagues and partners is critical to our success, and we seek to recruit, develop and retain the most talented people from a diverse candidate pool.

CEDAC is an Equal Employment Opportunity employer and does not discriminate on any basis protected under federal, state, or local law. Applicants must reside in or be willing to relocate to Massachusetts.

## HOW TO APPLY

Please apply through our website [cedac.org/about/job-openings](https://cedac.org/about/job-openings). We look forward to learning about you and the experience you'd bring to this role.

For the full job description, please request it when you apply.