



Project Manager Development Team

Madd Equities ("Madd") is seeking a Project Manager (PM) to coordinate many real estate activities, including a series of site preparation and rezoning initiatives. The position and duties offers the candidate an opportunity to have first-hand experience in facilitating development projects from pre-acquisition to construction completion in various NYC neighborhoods. Madd Equities is a real estate development firm with expertise in a broad range of real estate disciplines, including investment, development, construction and asset management. Madd acquires, owns, develops and operates properties across many asset classes, including workforce housing, luxury high-rise buildings, hotels, and commercial developments. As an example, Madd undertakes a multitude of development project ranging from traditional affordable housing to commercial rehabilitation utilizing historic tax credits and New Market tax credit.

PM would be responsible for a variety of project management duties including, but not limited to the following:

- Coordinating with internal and external consultants and professionals, including land use and zoning counsel, architects and engineers, environmental specialists, and governmental liaisons.
- Interfacing with City agencies on project specific items.
- Conduct site visits to become familiar with project sites as well as surrounding neighborhood.
- Write up project descriptions; develop presentation materials.
- Acquisition due diligence including reviewing and approving vendor scopes of work.
- Review project submittals and development budgets.
- Work with accounts payable to approve work and payments for vendors.
- Seek out and prepare RFPs.
- Ensure compliance with workforce hiring goals and other community made commitments.
- Maintain files on all activities from acquisition through disposition.
- Meet with local Community Board, community-based organizations, local elected officials and other community stakeholders.

Qualifications:

- 3-5 years of work experience in the areas of commercial real estate, community development, construction property management, or planning is expected. Experience with affordable housing a plus.
- Bachelor's degree is required, and a graduate degree is preferred, but additional years of relevant experience may substitute.

Strong organizational and communications skills. Ability to coordinate complex activities, meet deadlines and use good judgment in satisfying conflicting demands and setting priorities. Skills with Microsoft Window packages as well as multi-media and social networks. Work experience with the City of New York and familiarity with NYC neighborhoods is preferred. Bi-lingual a plus. Ability to write well is important, as is the ability to interact with public. Ability to work independently and to perform tasks with limited supervision.

Salary Range: \$70,000 - \$110,000. Salary consideration based upon education and experience.

Please send a resume and letter of interest to William Bollinger at bill@madddequities.com.

Madd Equities and GDI Construction are committed in policy and practice to providing equal employment opportunities for all applicants and employees, based upon their training, experience, and overall qualifications. Consistent with this commitment, discrimination against an applicant or employee based upon the individual's race, color, creed, religion, sex, gender, age, national origin, ancestry, citizenship status, marital or familial status, sexual orientation, gender identity, gender expression, disability, military status, protected veteran status, genetic information, or any other condition or characteristic protected by law is strictly prohibited.