



**Title:** Senior Project Manager  
**Direct Report:** EVP / Head of Development  
**Indirect Report:** Principal  
**FLSA Status:** Full-Time Exempt

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### **About Us:**

Camber Property Group has been making an impact in the affordable housing market in New York City for years, developing innovative projects and preserving much-needed affordable housing in communities across the five boroughs. The firm focuses on three primary business lines: acquisition and preservation of existing affordable housing assets, new construction of affordable and supportive housing, and new construction and acquisition of transitional housing. In 2021 alone, Camber completed 3 ground up new construction projects in Ridgewood, the South Bronx and Harlem, respectively, and completed the preservation and recapitalization of nearly 1,000 units of existing affordable housing.

### **Job Summary**

The Senior Project Manager (SPM) will be a key member of Camber's staff and will oversee a portfolio of new development and / or preservation projects from inception / acquisition to stabilization / repositioning. The SPM will provide oversight and assistance to more junior staff, teaching and supporting them as they navigate the development process and life cycle for each project. The SPM is expected to be a hands-on leader who can maintain a keen eye for detail *and* big picture perspective while working in a highly collaborative, entrepreneurial work environment with a range of individuals and organizations.

### **Essential Functions**

Responsibilities include, but are not limited to:

- Manage and oversee Assistant and Project Managers to successful completion of projects
- Provide oversight and review of key project documents in coordination with outside counsel
- Negotiate financing term sheets and regulatory agreements
- Develop and oversee the updating of financial analyses
- Attend meetings with business partners, government agencies, and community stakeholders
- Manage contractors to insure timely, on budget delivery
- Monitor lease-up, sales, and other ongoing processes
- Oversee the creation and updating of budgets and business plans for each project

- Oversee the preparation of investment memorandums, present recommendations to investment committee and convey the inherent risks associated with a particular project
- Support junior staff as they engage with project partners
- Engage in ongoing skills assessment with junior staff to achieve professional development goals
- Analyze potential investment / acquisition opportunities, including submissions to Requests for Proposals / Qualifications
- Review due diligence materials and present findings to Executive team on viability of sites for acquisition / redevelopment
- Research design and construction alternatives and value engineering opportunities that will enhance new developments without compromising functionality or life cycle costs
- Travel to properties in the NY metro area to perform site inspections and collect data
- Maintain and / or ensure complete and accurate files and records

**The ideal candidate for SPM will have:**

- Expertise in all key deal documents including but not limited to financing terms sheets, regulatory agreements and operating agreements
- A deep understanding of transactional structuring and of both affordable and conventional financing sources
- Demonstrated strong financial underwriting and analytic skills (modeling, project level returns, optimal structures, etc.)
- Demonstrated ability to identify, negotiate and resolve deal point issues
- Exceptionally detail-oriented and highly organized
- Ability to prioritize and accomplish multiple tasks effectively
- Strong command of and ability to teach Microsoft Office
- Exceptional communication and leadership skills
- Experience in all aspects of the development process in NYC
- Master’s degree in Real Estate, Urban Planning, Finance or other relevant field
- 8+ years in a relevant field

**Work Environment**

- This job operates primarily in an office environment but may occasionally require travel throughout the five boroughs.

**Physical Demands**

The physical demands described here are representative of those that must be met to successfully perform the essential functions of this job.

- Communicate and converse, maintain a stationary position (standing or sitting), move/traverse, kneel, bend, and reach with hands and arms for extended periods.
- Routinely use standard office equipment.
- Occasionally push and pull items weighing 15 pounds or less.
- The ability to follow written and oral instructions and procedures.

**Affirmative Action (AAP/EEO statement)**

Camber is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sex, sexual orientation, national origin, genetics, disability, age, or veteran status.

**Disclaimer**

While this is intended to be an accurate reflection of the current job, management reserves the right to revise the job or to require that other or different tasks be performed as assigned. It does not limit the assignment of related duties not mentioned.

**How to Apply**

Please send a resume and cover letter to [jobs@camberpg.com](mailto:jobs@camberpg.com). Applications are accepted on a rolling basis. NO phone calls please.