

Project & Development Manager Overview

The Housing Authority of the Town of Enfield is among the original public housing authorities in the State of Connecticut with a vast portfolio of housing programs including Elderly/Disabled, Congregate, Moderate Rental and Housing Choice Voucher programs.

We are seeking a qualified individual to join our team. The position requires excellent leadership skills, and a proven track record of successfully delivering projects on time and within budget. This role requires a strategic thinker who can manage complex projects from inception to completion while fostering strong relationships with stakeholders and ensuring compliance with all regulatory requirements.

Salary: \$90,000-\$115,000 annually

Responsibilities

1. Oversee all aspects of development and capital projects from initial feasibility studies through to completion, including (but not limited to) site acquisition, zoning approvals, design, construction, change orders, schedules and project closeout.
2. Develop and manage project budgets and financial forecasts, ensuring projects are completed within budgetary constraints and financial goals are achieved.
3. Lead a team of development professionals, including project managers, architects, engineers, and contractors, fostering a collaborative and high-performing team environment.
4. Facilitate regular project meetings, communicate updates and gather feedback.
5. Cultivate and maintain strong relationships with stakeholders, including investors, landowners, government officials, and community groups, to ensure project success and mitigate risks.
6. Identify potential risks and challenges associated with each project and develop strategies to mitigate these risks effectively.
7. Oversee market research and analysis to identify development opportunities and trends, ensuring projects are aligned with market demands and maximize profitability.
8. Ensure all projects comply with relevant laws, regulations and zoning ordinances by obtaining necessary permits and approvals as required.
9. Track project progress and performance and prepare status reports.
10. Lead the strategic planning process with a continuous cycle of planning, execution, evaluation, and adaptation to ensure the organization remains responsive to internal and external dynamics while working towards its long-term vision.
11. Maintain close contact with CEO/Executive Director, keeping him/her abreast of current situations and consulting with him/her as required on development and strategic planning matters.
12. Monitor and maintain compliance of all current State of Connecticut and HUD regulations, laws, ordinances, and publications related to affordable, Section 8, assisted and private housing matters.
13. Process payment requisitions, change orders and disbursement of funds.
14. Perform other related duties as required by the CEO/Executive Director.

Requirements

- Bachelor's degree in Construction Administration or Development, Architecture, Engineering, Business Administration, or a related field.
- Proven experience (5+ years) in real estate development, re-development, and/or substantial rehab, with a record of successfully completed projects.
- Excellent leadership and managerial skills, with the ability to inspire and motivate a team.
- Strong financial acumen and experience managing project budgets and financial forecasts.
- Exceptional communication and negotiation skills, with the ability to build rapport and influence stakeholders at all levels.
- In-depth knowledge of real estate market trends, local zoning laws, and regulatory requirements.
- Proficiency in Microsoft Office Suite and other applicable computer programs.
- Considerable knowledge of laws and regulations governing procurement, the handling of bids, and the preparation and execution of contracts and agreements.
- Knowledge of the general principles and procedures of building and ground maintenance.
- Ability to understand, act on and interpret policies, regulations and procedures as set forth in State and Federal regulations.
- Ability to present ideas and information in a clear and concise manner, both orally and in writing.
- Knowledge of state and federal housing programs.

Company Overview

Organized in 1948, the Housing Authority of the Town of Enfield is among the original housing authorities in the State of Connecticut focusing on meeting the housing needs of the community by developing and managing programs that result in high performing, sustainable and fiscally responsible housing.

The Housing Authority of the Town of Enfield is a proven leader in the housing industry by providing services to over 600 families in Enfield and surrounding towns. We promote safe, decent, sanitary, drug free and smoke free housing opportunities.

The Housing Authority of the Town of Enfield is looking for a dedicated individual who can contribute their skills in a collaborative environment in service to our residents. In return, we offer competitive compensation and a generous benefits package including health, vision, life insurance, 457 Plan, paid sick and vacation, 12 paid holidays a year, pension, and an employee assistance program. The Housing Authority of the Town of Enfield is an equal opportunity employer.

Submit resume and cover letter to:
Housing Authority of the Town of Enfield
Attn: Shari Riddick
1 Pearson Way
Enfield, CT 06082
860.745.7493
sriddick@enfieldha.org

