

**Job Title: Program Manager**

**Location: New Orleans**

Alembic Community Development seeks a Program Manager to join its New Orleans office to manage the company's co-working office spaces and assist in general community development real estate work.

Alembic builds long-term partnerships to bring impactful investments to underserved neighborhoods through real estate development and organizational capacity building. Founded in 2004 and with offices in New York City and New Orleans, Alembic has developed properties in disinvested areas totaling more than 1,100 affordable and supportive housing units, 150,000 square feet of commercial and community space, and \$415 million of development costs. Alembic has particular experience partnering with nonprofit organizations through joint venture developments, which also serve to build the capacity of its partners.

This new position at Alembic requires a highly motivated, entrepreneurial, customer service oriented personality who can fit in with our small team. Our ideal candidate will be a driven networker and self-manager who combines confidence and competence with thoughtfulness and humility, and will bring the skill set and temperament to enjoy working with all kinds of partners in our work. S/he will work closely with Alembic's Director of the New Orleans Office and Director of Building Programs, with a portfolio focused on leasing and tenant relations, property asset management, and assisting with the company's development pipeline and consulting contracts. While the position's primary function is to manage operating properties, it will also offer opportunities to contribute to Alembic's community development real estate projects. Specific responsibilities will include:

Co-Working Space Management

- Lead leasing activities of two co-working office spaces in New Orleans towards achieving consistently high occupancy levels
- Serve as primary contact for all tenant inquiries and building maintenance, and deliver exceptional customer service to manage diverse tenant and property needs
- Plan and execute events towards building community and networking opportunities among tenants in our properties
- Create PR opportunities, build exposure and build a social media presence
- Manage all administrative duties of the properties, including processing mail and packages, managing the shared printer and other facilities, coordinating with janitorial team to maintain supplies, troubleshooting building issues, and other responsibilities

Property Asset Management

- Oversee financial management of operating properties, including processing income and expenses, making loan payments, and working with the project bookkeeper and CPA
- Coordinate completion of compliance documents for reporting to multiple financing sources
- Ensure tenant compliance with existing leases
- Manage all vendors for the properties in close collaboration with the property manager
- Develop and write materials for projects' and Alembic's websites

### Real Estate Development

- Assist with varied duties on pipeline projects through pre-development, closing and construction
- Process draw requests and payments on projects in construction
- Assist with completing funding and other applications that are submitted through the development process
- Participate in community engagement activities and represent the company at community meetings

### Qualifications

- 3-5 years of relevant experience in real estate, community development, or other related field
- High level of maturity, professionalism and ability to self-direct and self-manage
- Demonstrated experience managing projects, delivering strong customer service, networking and social media / PR skills
- Strong interpersonal, writing and organizational skills
- Bachelor degree in relevant field
- Strong commitment to working with underserved communities and nonprofit organizations, particularly in New Orleans
- Demonstrated ability to successfully work with and manage diverse stakeholders
- Strong MS Office skills, including Excel, and demonstrated familiarity with budgeting

Alembic offers a competitive salary commensurate with experience and a generous benefits package including employer-paid healthcare and paid vacation. Alembic is an equal opportunity employer and hires without regard to race, creed, ethnicity, color, national origin, sex, sexual orientation, gender identity or expression, age, disability, marital status, veteran status, medical condition or any protected category prohibited by local, state or federal laws. Individuals of all backgrounds are encouraged to apply.

To apply, please submit: 1) a resume, and 2) a thoughtful cover letter that highlights your particular qualifications and relevant experience, shares your interest in and understanding of community development work, and shows us your personality. Please email by Wednesday, March 28<sup>th</sup>, 2018 to [alembicnola@gmail.com](mailto:alembicnola@gmail.com). No phone calls please; we will contact applicants selected for an interview.