



NDC is currently looking for an Economic Development Professional to provide project management services for its growing portfolio of Public-Private Partnership (P3) projects.

### **Position Summary**

The National Development Council (NDC) is one of the nation's oldest non-for-profit community and economic development organizations in the country. Since 1969, NDC has worked to create and implement strategies that increase the flow of capital to urban and rural communities. NDC offers a wide range of services, including development assistance, professional training, small business financing, and debt and tax credit equity for residential, commercial, public and nonprofit facilities.

NDC is the owner of a portfolio of twenty P3 projects nationwide. Project sponsors include state and local governments, public universities and non-profit institutions. Five of the projects are located in NY and PA. The Northeast portfolio consists of the following: parking structures with 5,367 parking spaces, 1,500 on-street parking spaces, 40,000 SF of ground floor retail/office space, and a 4,000 SF multi-tenanted office building. One of the assets consists of the entire on-street and off-street parking system in Scranton, PA. In addition, we have one project in predevelopment and an active pipeline of projects in differing stages of development. The position's primary responsibility will be to represent NDC and provide project management services for the Northeast portfolio. Providing customer service to government and non-profit clients (sponsors of the projects) will be the main objective in addition to managing new transactions during pre-development and construction.

<https://ndconline.org/new-markets-tax-credits/>

<https://ndconline.org/public-private-partnerships/>

### **Duties and Responsibilities**

The successful candidate will report to the head of NDC HEDC's Economic Development division which includes New Markets Tax Credits and Public Private Partnerships for Social Infrastructure.

#### Client Relations

- Act as primary relationship manager for the government/non-profit sponsor clients
- Attend regular meetings and make formal presentations to local elected and public officials, City Councils, community leaders, etc.
- Serve as primary point of contact for commercial tenants. Responsible for maintaining existing leases and negotiating new leases and renewals
- Manage board meetings for each project's corporation
- Oversee professional property managers and any other direct vendor relationships at each project

#### Pre-development and Construction

- Assist the NDC-led development team during due diligence and financial structuring phase for new projects
- Review, understand, and be able to interpret contracts
- Review budgets and schedules to ensure projects remain on time and under budget
- Review and approve construction draw requests
- Coordinate with developer, contractor, architect, government and public sector sponsors, to work thru issues as they arise

#### Compliance and financial reporting

- Work with NDC financial management team as needed to ensure compliance including
  - Ensure projects meet business terms of project documents
  - Ensure that all required insurance is in place
  - Ensure state and federal tax requirements are met
  - Monitor, review and approve
    - Annual operating budgets
    - Vendor and other invoices
    - Quarterly financial statements
    - Annual financial audits

#### **Qualifications**

NDC's headquarters are located at One Battery Park Plaza, New York, NY 10004. The successful applicant will be expected to make frequent visits to the NYC office and to project site locations. Working remotely is acceptable, but a strong preference will be given to candidates living in close proximity to the NYC office and project locations.

- Strong organizational and communication skills
- Strong interpersonal and presentation skills
- Strong computer skills. Proficiency in Microsoft Office applications
- Ability to work with minimal supervision
- Four-year college education and a minimum five years' experience working in a role commensurate with the job duties outlined.
- Candidates with experience in working with local governments in economic and community development and real estate finance will be given priority. Experience in property management, construction/project management a plus.

Please submit a cover letter and resume, qualifications and a list of projects evidencing relevant experience to [Careers@ndconline.org](mailto:Careers@ndconline.org).