



Senior Project Manager, Real Estate Development

EAST FREEDMAN & MAIN

MISSION

East Freedman & Main empowers historically divested communities to manifest long-term and sustainable economic growth. We do this through national initiatives that include community-driven real estate development and intentional investment strategies that support local ownership and thriving business ecosystems.

VALUES & VISION

We are an intersection of opportunity.

Rooted in the Black American experience, we stem from a rich legacy of economic sovereignty and cultural innovation as well as an ongoing history of systemic injustices that challenge this legacy. We innerstand our unique reality to be an invaluable intersection of opportunity that can transcend racial barriers and connect all oppressed peoples.

We are a fertile foundation for change.

We embrace our power as active participants in Ourstory. We serve as a fertile foundation for change by connecting deeply with communities on a human level. We push them to envision and embody their wildest dreams of transformation and growth and aid in the process of bringing that vision to fruition.

We plant the seeds of the future.

We dare to ask “*what if...?*” Join us in sowing, cultivating, and reaping the seeds of a future that:

- is rooted in its past and relevant to the future.
- acknowledges and repairs historical harms.
- is reflective of its own values and place-keeper of its own culture.



ROLE OVERVIEW

We are seeking an **experienced Real Estate Development Project Manager** to join our team to manage a diverse portfolio of development projects. From ideation and visioning through financing and construction, you'll be the go-to team member to keep our projects on track - and to ensure that our projects are reflective of the vision and values set by our community partners

In this role, you'll utilize your industry expertise to build EFM's project management systems and processes. Your work will set the (high!) bar for our organization and partners - ensuring each project within our portfolio is delivered with a keen attention to detail and with our commitment to our community and team values at the forefront.

In addition to your Project Management prowess, you care deeply about the communities that we serve. We don't just build buildings, we develop long-term community wealth strategies rooted in real estate. Your work will have a lasting impact within our organization and in communities across the country.

This is a remote position with travel required as needed to our headquarters in Philadelphia, PA and to our projects across the country (see Portfolio Examples below).

CORE RESPONSIBILITIES

Community Visioning and Comprehensive Planning

- Build trust within the communities we serve by staying curious, leading difficult conversations and exploring creative strategies for real estate and economic development.
- Collaborate with Senior Leadership to lead the visioning process with our community partners, uncovering opportunities for growth and building a path forward.

Project Management

- Manage internal and external teams and tasks, focusing on the concept, predevelopment and construction project phases.
- Build and maintain project management deliverables including but not limited to: Scope, Budget, Financial Models, Timelines, Change Log, Risks/Issues, Closeout Memo, Fundraising Materials etc.
- Lead and maintain the development of an internal Project Management dashboard and keep internal teams up to date.



Business Development

- Support the leadership team with new opportunities through a variety of efforts (sourcing values-aligned clients, attending potential client meetings, developing proposal materials etc).
- Prepare research and feasibility reports relating to regions, clients, and projects.
- Develop project/engagement models based on current and future projects that can be replicated.

Relationship and Team Management

- Develop strong relationships with key stakeholders and communities across our portfolio - defining roles/responsibilities along the way.
- Lead and facilitate recurring and client project meetings.
- Pending size of project, manage associate project managers with a keen eye for professional development.

SALARY AND BENEFITS

BBF Co has a competitive compensation package that includes:

- Base salary of \$125k-\$150k pending experience + Bonus
- Company covered Medical, Dental + Vision Healthcare Plans
- Paid-Time Off
- Professional Development + Home Office Stipends
- 401k
- A Values and Remote-First Culture

N.B.: We are looking for great folks to join our team, if you don't fulfill these exact requirements and are still interested in joining our mission - please send a cover letter and a resume to people@efm-co.com
We'd love to hear from you!

PORTFOLIO EXAMPLES

- [LCDC, Reclaiming Campaign \(Chicago, IL\)](#) - Comprehensive anti-gentrification and displacement strategy in North Lawndale, Chicago focused on wealth building through affordable housing, commercial real estate development, and cooperatively owned businesses
- [New York Community-Owned Real Estate \(Bronx, NY\)](#) - Innovative plan to purchase and redevelop a historic asset that builds community ownership, shared wealth building, union jobs, and collective governance to anchor a comprehensive neighborhood transformation



- **AGENDA Fund (National)** - A new capital vehicle structured as a fund of funds designed to shift investment paradigms in the impact capital community to capitalize Black led locally controlled real estate funds in order to both fulfill commitments to racial justice as well as create long-term community economic growth through real estate without extraction

TO APPLY

If you are interested, please send a cover letter and resume to people@efm-co.com. Please note that submissions without a cover letter will not be considered.