

Job Title: Project Manager, Properties Department
Position Type: Full-time, Salaried/Benefits

Organizational Overview

Artspace is a nonprofit real estate developer for the arts. Our Mission is simply “to create, foster, and preserve affordable space for artists and arts organizations. If you've heard the term creative place-making, that's what we do. In fact, you could argue that we invented it. We're a unique organization made up of unusual people from all sorts of backgrounds – developers, architects, musicians, bankers, writers, accountants – united by a passion for the work that we do and the communities we serve.

Artspace was founded in 1979 and over the past four decades we have led an accelerating national movement by championing the once radical idea that artists living on the edge of poverty can leverage fundamental social change. In the words of former NEA Chairman Rocco Landesman, “Just take a look at Artspace. They create spaces – affordable, sustainable spaces – for artists and arts organizations, and in return, those artists and arts organizations put down roots and become an integral part of the community. Art is created, absolutely. But so are jobs, safer streets, sustainable development, and a more cohesive society.”

We've completed 58 projects in 22 states and Washington, DC. Much of this work involves the creation of mixed-use facilities providing affordable artist live/work housing on upper floors and non-residential space for arts and creative businesses on lower floors. These facilities provide affordable live/work space for 1,900 artists and their families, as well as studio and commercial space for 624 creative enterprises. Our pipeline of new projects stretches from Maryland to Arizona and everywhere in between. Though we travel a lot, the Minneapolis office is our home and we think of our colleagues as family.

Artspace is looking for the right Project Manager to join our Properties Team which oversees the both the creation of new projects and sustains Artspace's portfolio of existing projects.

For this position, we are seeking a dynamic, experienced professional who can work successfully within a project team to help advance projects of all sizes across the United States and work with community partners, governmental officials, lenders, investors, architects, contractors, artists, and funders to advance our mission.

Job Description

Job Title: Project Manager, Properties

Reports To: Senior Vice President, Properties

Classification: Full-time, Salaried/Benefits

Position Summary: Project Management role in the Properties Department supporting new project development and existing project refinancing activities for a national non-profit organization. The annual salary range for this position is between \$50,000 and \$80,000.

Role includes but is not limited to:

- Project Management support for new project development efforts including assisting in site evaluation, architectural and engineering due diligence, financial modeling, preparation of applications for public and private financing programs, community engagement, federal, state and local government relations, lender and investor selection and negotiation, general contractor selection and negotiations, initial and permanent financing closing due diligence, construction management and construction close out.
- Project Management support for refinancing and recapitalization efforts within Artspace's existing asset portfolio including assisting in the evaluation of project physical needs, financial modeling and preparation of applications for public and private financing programs, lender and tax credit investor selection and negotiation, and participation in refinancing or re-syndication due diligence preparation.
- Assisting in the coordination of Properties work with other Artspace departments (Communications, Corporate Finance, and Fundraising).
- This position requires travel within the United States on a regular basis with approximately 20% of your time related to travel and site visits associated with advancing Artspace efforts.

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Required Qualifications

- Bachelor of Arts in Real Estate Finance, Economics, Political Science, Community Development, Urban Planning, Business, Nonprofit Management or related field.
- Minimum of 3 years professional experience in related field and extensive involvement in at least two real estate development transactions.
- Understanding and experience with the fundamentals of real estate finance including debt and equity capital.
- Familiarity with the various financing tools related to the creation of affordable housing and economic development project, including the Low-Income Housing Tax Credit Program.
- Excellent written and verbal communication skills.
- Excellent analytic skills including proficiency in the use of Microsoft Excel spreadsheet software.
- Demonstrated ability to work on multiple projects simultaneously and under deadlines associated with real estate finance closings and preparation of financing applications.
- Ability to work in an independent and self directed manner.
- Ability to learn from and take on complex problems.
- Ability to take initiative and think critically under pressure with the goal of finding creative solutions to complex and technical problems. Individual must be able to work well both independently and as part of a team with employees and colleagues at all levels.

Compensation/Benefits

- **Salary:** Annual salary range between \$50,000 and \$80,000
- **Benefits:** Medical and dental care, 403(b) Savings Plan, Health Savings Account, personal accrual of travel miles, hotel points and other travel benefits, generous PTO
- A fun and engaging work environment!

Artspace provides equal employment opportunities for all persons regardless of race, creed, color, religion, national origin, marital status, sexual orientation, or status with regard to public assistance, disability, sex, or age.

How to Apply

Please submit your resume and cover letter via email or mail by **November 30, 2021** to:

Connor Robinson
Connor.Robinson@Artspace.org
Email subject line: Project Manager Position

RE: Project Manager Position
Artspace Projects, Inc.
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Suite 400
Minneapolis, MN 55401