



Job Description – Project Manager

Company

Community Three's real estate investment and development capabilities focus on multi-family and mixed-use assets in the DMV, that create value through robust conceptual design and vision. They develop projects that honor existing architectural practices, historical features and sustainable construction. The hands-on approach from acquisition to delivery, combined with experience navigating state and local governments, allows exclusive access to investment opportunities. Team members are industry-leading advisors who leverage their unique backgrounds ensuring delivery of successful projects.

The firm's leadership is comprised of Grant Epstein and Lynn Hackney. Grant is chiefly responsible for Community Three's execution and design teams. Lynn focuses on the acquisition, capital, and market research teams.

Role

This is a full-time in office role at Community Three located in Washington, DC. The Project Manager will be responsible for creating and expediting project timelines, managing the "customer care" process, and overseeing logistics management on various projects.

Responsibilities

- Support the development team in executing project-specific tasks to help streamline project execution and workflow efficiency
- Track project tasks and prepare reports thereof for internal use
- Coordinate project-specific deliveries, installations, relationships and efforts
- Identify project risks and help create strategies to offset them and achieve project goals
- Share in operational responsibilities to maintain and enhance corporate culture and efficiency

Qualifications

- Project Management and Logistics Management skills
- Strong organizational, time-management, communication and problem-solving abilities
- Advanced proficiency in Microsoft Excel and Word
- Excellent interpersonal, analytical and strategic problem-solving abilities
- Strong written and verbal communication skills
- Ability to handle large volumes of work: ability to manage workflow, prioritize and meet deadlines
- Self-motivated and proactive with respect to managing deliverables and own professional development
- Bachelor's degree in Project Management or related field

Compensation

- Market competitive salary and bonus achievement plan
- After 180 days of employment, enrollment in the Company's Corporate Success Program and Project Participation Program

Please contact Lynn Hackney alh@communitythree.com