



301 N 9th Street, Philadelphia PA 19107 | Tel (215) 922-6156 | Fax (215) 922-PCDC

Housing Development Project Manager

Philadelphia Chinatown Development Corporation:

Established in 1966, PCDC's mission is to protect, preserve, and promote Chinatown as a viable ethnic, residential, and business community. Programs focus on providing affordable housing and related services, neighborhood planning and advocacy, commercial corridor development and revitalization, and youth and family support services.

Position Summary

The Housing Development Project Manager is responsible for managing housing development projects from pre-development through construction completion and project closeout at PCDC. The Project Manager coordinates consultants, contractors, government agencies, funding partners, and internal staff to ensure projects are completed on schedule, within budget, and in compliance with all applicable regulations, and develop feasible project with sources and uses. This position requires prior experience in real estate development, affordable housing, or construction project management.

Key Responsibilities

- Manage housing development projects through all phases, including planning, financing, design, permitting, construction, and project closeout.
- Develop and maintain project schedules, budgets, and milestone tracking.
- Coordinate architects, engineers, contractors, attorneys, and other project consultants.
- Assist with securing and managing public and private funding sources, including grants, loans, and tax credit applications.
- Monitor project budgets, review invoices, and process payment requests.
- Prepare reports for funding agencies, lenders, and organizational leadership.
- Coordinate permit applications and ensure compliance with local, state, and federal regulations.
- Conduct daily site visits to monitor construction progress and resolve project issues.
- Review construction documents, change orders, contractor pay applications, and project schedules.
- Support community engagement efforts, including public meetings and stakeholder communications.
- Collaborate with internal staff on project planning, budgeting, and organizational priorities.
- Maintain organized project documentation and contract files.



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Required Qualifications

- Bachelor's degree in Urban Planning, Real Estate, Architecture, Engineering, Construction Management, Public Administration, or a related field.
- Minimum of 3 years of professional experience working on real estate development, affordable housing, construction, or capital improvement projects.
- Demonstrated experience coordinating multiple consultants, contractors, and government agencies.
- Experience developing and managing project budgets and schedules.
- Knowledge of affordable housing financing programs, public funding sources, and development processes is preferred.
- Strong organizational, analytical, and problem-solving skills.
- Excellent written and verbal communication skills, both internally and externally.
- Proficiency in Microsoft Office Suite, particularly Excel, Word, and Project (or similar project management software).
- Ability to manage multiple projects simultaneously while meeting deadlines.
- Ability to travel to project sites.

Preferred Qualifications

- Experience with affordable housing development, community development, or nonprofit organizations.
- Familiarity with Low-Income Housing Tax Credits (LIHTC), HOME, CDBG, PHFA, HUD, or similar funding programs.
- Experience working with municipal agencies and regulatory permitting processes.

Work Schedule:

This full-time position is in-person at PCDC office at 301 N 9th St, and will generally follow a Monday to Friday, 9 to 5:30 schedule (40 hr/week). Some weeks will require flexible hours for events.

Preferred Start Date: ASAP

To Apply: Send a cover letter and resume to Rachel Mak rmak@chinatown-pcdc.org with the subject line: Housing Development Project Manager Application.