



**Position Title: HCDC Project Manager**

**Reports to:** Wildheart Managing Director/HCDC Executive Director

**Location:** On-site, In-Person (Harrisburg, PA)

**Schedule:** Full-time salaried position, requiring a minimum of 40 hours per week, with additional hours during peak development periods, special events, and occasional evenings/weekends

**Salary:** \$70,000-\$90,000/year based on experience

**Benefits:** Possible employer contribution toward health insurance, 30 days paid time off (15 days flexible, 15 fixed).

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**Position Summary**

The HCDC Project Manager is a leadership and operational role responsible for overseeing all aspects of Wildheart’s housing development initiatives, including The Gateway and future projects in Allison Hill. This position manages pre-development planning, project design and construction, budgeting, procurement, grant compliance, and resident engagement. The Project Manager develops a pipeline of homebuyers, coordinates with contractors and city officials, secures funding, and ensures all projects are delivered on time, on budget, and in compliance with federal, state, and nonprofit regulations.

This role combines strategic oversight with hands-on execution, making it both a senior leadership position and a direct operational role.

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**Primary Areas of Responsibility**

Project Development & Construction Management

- Lead design meetings with owners, architects, and engineers; facilitate resolution of project challenges and create meeting minutes
- Develop and manage project schedules, phasing plans, and site utilization plans
- Oversee construction progress, inspections, quality control, and post-construction property maintenance
- Lead weekly contractor meetings and maintain detailed documentation of all project milestones

#### Pre-Construction, Estimating & Procurement

- Prepare construction cost estimates, scopes of work, and front-end bid documents
- Solicit and evaluate contractor and subcontractor bids
- Negotiate subcontract agreements and manage contractor performance
- Ensure procurement aligns with HUD, federal grant, and nonprofit policies

#### Funding & Grant Coordination

- Lead or support applications for funding including AHP, Main Street Matters, High Foundation, Dauphin County, PHARE, HOME/CHDO, and local foundations
- Track deadlines, manage submissions, and maintain compliance with grant requirements
- Collaborate with finance and accounting staff on grant reporting and audits

#### Homebuyer Pipeline & Resident Engagement

- Identify and recruit prospective homebuyers from neighborhood networks and organizational partners
- Coordinate pre-homeownership counseling and mortgage readiness programs
- Maintain a database of qualified applicants, ensuring readiness for bank pre-approval and purchase programs
- Collaborate with lenders to compare funding options and determine the best programs for community residents

#### Development Pipeline & Gateway Operations

- Identify and evaluate future development sites, create project timelines, and prepare projects for submission to funding programs
- Support legal and operational setup for Gateway condos, including coordination with lawyers and management of condo governance documents
- Manage commercial leasing opportunities, following up with prospective tenants and coordinating leases

#### Policy, Compliance & Audit Readiness

- Maintain operational, procurement, and financial policies

- Ensure compliance with federal, state, and nonprofit regulations, including HUD and accessibility requirements
- Prepare for audits and coordinate policy review with finance and leadership

#### Coalition Building & Strategic Partnerships

- Support creation and operation of HCDC Housing Committee and neighborhood coalitions
  - Collaborate with city officials, housing authorities, and community organizations on development strategy
  - Assist with neighborhood property inventory and long-term comprehensive development planning
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#### Qualifications

- Minimum 6 years of experience in construction management, housing development, planning, or urban development, including supervisory experience; OR equivalent experience in construction supervision or inspection
- Experience with HUD/federally funded housing programs preferred
- Strong knowledge of grant compliance, procurement, budgeting, and nonprofit financial policies
- Excellent communication and documentation skills
- Experience engaging residents and community stakeholders
- Valid driver's license required