Project Manager

Neighborhood Redevelopment & Housing Initiatives

La Porte Economic Advancement Partnership (LEAP)

Position Status
This position may be filled either as a full-time employee or as an independent contractor, depending on organizational needs, funding, and the qualifications of the selected candidate. The duties and responsibilities outlined below remain substantially the same regardless of classification.

Position Overview
The La Porte Economic Advancement Partnership (LEAP) seeks a highly motivated, entrepreneurial, and results-driven Project Manager to lead the implementation of a comprehensive neighborhood housing strategy. The position may be filled as either an employee or an independent contractor. The selected individual will be responsible for coordinating housing initiatives, managing redevelopment projects, and collaborating with public and private partners to expand and improve La Porte's housing inventory.

Working in coordination with LEAP leadership and key community partners, the Project Manager will oversee the day-to-day implementation of housing development initiatives and redevelopment activities.

Reports To
The Project Manager will report to LEAP's Executive Director or designee.

Key Responsibilities
- **Property Acquisition & Redevelopment Pipeline:** Identify and coordinate the acquisition of targeted properties. Partner with real estate professionals, financial institutions, and developers to transition these properties smoothly to redevelopment partners for residential rehab and new construction.
- **Program Design & Launch:** Collaboratively build and launch three major residential initiatives alongside City of La Porte redevelopment staff:
    - *Investor-Owned Rehabilitation:* A program to incentivize landlords to improve and modernize existing rental and for-sale units.
    - *Upper-Story Housing:* Initiatives to fund and support the conversion of downtown commercial upper levels into vibrant residential spaces.
    - *Owner-Occupied Repairs:* A program providing critical home repair resources directly to local homeowners.
- **Partner & Vendor Liaison:** Serve as the day-to-day manager for external contractors, developers, and financial entities, ensuring project timelines, quality standards, and budget constraints are met.
- **Philanthropic & Capital Alignment:** Engage with philanthropic partners, foundations, and

lending institutions to secure matching funds, low-interest capital, and grants to fully implement supported housing projects.

- **City & Agency Alignment:** Maintain a seamless flow of communication and coordination with the City of La Porte's Redevelopment Director and City Project Manager to align LEAP's housing pipeline with overall municipal development goals.
- **Public/Board Presentations**: Represent LEAP at public meetings, neighborhood meetings, board meetings, and stakeholder presentations regarding housing and redevelopment initiatives.
- **Budget**: Prepare project budgets, monitor expenditures, track project milestones, and provide periodic progress reports to LEAP leadership, funding partners, and other stakeholders.

Qualifications & Core Competencies

- **Education & Experience:** Bachelor's degree in urban planning, public administration, business, finance, real estate, construction management, economic development, or a related field is preferred. Equivalent combinations of education and experience will be considered. A minimum of three (3) years of progressively responsible experience in housing development, redevelopment, real estate acquisition, construction management, community development, or a closely related field is preferred.
- **Real Estate & Transactional Literacy:** Solid understanding of property acquisition, market valuations, zoning basics, and working alongside real estate agents and lenders.
- **Program Administration:** Experience launching or managing community-facing programs (e.g., housing rehabilitation grants, tax incentives, or community development funds).
- **Execution & Autonomy:** High degree of self-motivation with the ability to manage complex timelines involving multiple moving parts, from legal property transfers to contractor schedules.
- **Collaborative Mindset:** Exceptional relationship management skills with a proven ability to balance the interests of private contractors, financial institutions, city officials, and local residents.
- Licensing Requirements. Valid Indiana driver's license (or ability to obtain one) and the ability to travel locally.

Compensation

Compensation will be commensurate with qualifications and experience. If the position is filled as an independent contractor, compensation will be established through a professional services agreement.

Employment Classification

If hired as an employee, the successful candidate will be subject to LEAP personnel policies and applicable employment laws. If retained as an independent contractor, services will be provided pursuant to a written independent contractor agreement, and the individual will not be considered an employee of LEAP or entitled to employee benefits.

Success Indicators

In the first year the Project Manager will successfully stand up the frameworks and funding mechanisms including:

- Launch the READI-focused Upper-Story Housing Program.

- Secure funding commitments.
- Acquire targeted redevelopment properties.
- Establish redevelopment partnerships.
- Deliver regular project status reports.
- Increase housing inventory through redevelopment projects.
- Successfully launch the Owner-Occupied Repair Program.

About LEAP

This position offers a unique opportunity to play a leading role in transforming neighborhoods and expanding housing opportunities throughout the City of La Porte.

LEAP brings together the Chamber of Commerce and Economic Development Corporation to foster a vibrant business climate and an unmatched quality of life in La Porte. By addressing critical needs like housing, LEAP ensures La Porte remains a premier destination to live, work, and grow.

Equal Opportunity

LEAP is committed to equal opportunity and encourages qualified applicants and professionals from diverse backgrounds to apply or submit proposals, as applicable.

Submit your resume and cover letter to Susanna@sagamoreinstitute.org for consideration.