

# **A/C/E Real Estate Project Manager**

## Architecture & Engineering

**LOCATION: BOSTON**

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### **Main Purpose of the Role**

Building on prior experience in design, development, or construction management, the successful candidate will be an integral member of a small team of internal subject matter experts focused on evaluating and managing risk in the built environment. This individual will support the real estate investment process across both equity and debt opportunities throughout the United States by providing technical insight, framing key issues, and contributing to well-reasoned recommendations.

The A/C/E Real Estate Project Manager will participate in the evaluation of investment risk across acquisition, development, asset management, and underwriting activities, drawing on their experience in building design, construction, and environmental matters. The role includes coordinating physical and environmental due diligence by managing third-party consultants, reviewing findings, and helping translate technical inputs into clear implications for investment decision-making.

The candidate will also assist in evaluating new development opportunities through review of project plans, budgets, and schedules, with a focus on identifying risks, assumptions, and potential execution challenges. In addition, the role supports capital and sustainability-related initiatives across the portfolio, contributing to the implementation of strategies that enhance asset performance and advance the firm's environmental and resilience objectives.

### **Responsibilities**

- Support evaluation of properties from a physical, environmental, and execution-risk perspective by coordinating due diligence, identifying material issues, assessing downstream implications, and developing recommended mitigation strategies for proposed acquisitions and developments.
- Evaluate technical, environmental, schedule, budget, and compliance issues to determine their impact on underwriting, asset performance, transaction timing, and stakeholder alignment, and communicate key implications and considerations to senior team members.
- Experience participating in or directly supporting real estate development projects, including involvement in design coordination, budgeting, scheduling, and construction execution.
- Develop and frame issues for decision-making by distinguishing between informational items, business risks, and decision points; clearly articulating key considerations, trade-offs, and recommended paths forward.
- Evaluate proposals for new construction projects, including review of design teams, general contractors, JV developers, construction drawings, schedules, budgets, and other materials, highlighting risks, gaps, assumptions, and potential mitigation strategies.

## **AEW CAREER OPPORTUNITY**

- Manage third-party consultants and vendors, ensuring quality, appropriate scope, and actionable deliverables, and escalating gaps or inconsistencies with context and recommended next steps.
- Support execution of capital improvement projects by helping define scope, develop budgets, review contracts, and coordinate consultant teams, while identifying potential cost, schedule, operational, and asset-level risks.
- Communicate findings and recommendations clearly to Portfolio Managers, Asset Managers, Acquisitions teams, and senior A&E leadership, including rationale and implications of alternative approaches
- Synthesize technical findings into actionable insights, integrating engineering analysis, business priorities, and timing considerations into clear recommendations for internal stakeholders.

## **Skills/Experience Required**

- Bachelor's Degree in a relevant discipline: Engineering, Architecture, or Construction Management
- 5 - 8 years of hands-on construction, architectural or engineering design, physical due diligence, or similar experience.
- Experience with building systems and construction methods used in office, multi-family, industrial, retail and/or hospitality assets
- Familiarity with environmental and building-related risk factors, including remediation and other risk mitigation strategies.
- Demonstrated ability to identify key issues, assess implications, and develop thoughtful, well-supported recommendations in complex or time-sensitive situations.
- Demonstrated ability to effectively leverage emerging technologies, including AI-enabled tools, to synthesize information, identify risks, and support more efficient and informed decision-making.
- Strong analytical and problem-solving skills, with the ability to synthesize technical, financial, and qualitative inputs into clear, actionable insights.
- Effective communication skills, with the ability to clearly convey technical issues, implications, and recommendations to internal stakeholders.
- Demonstrated ability to synthesize technical, financial, schedule, and operational information into clear analyses and recommendations that support investment decision-making.
- Ability to manage multiple projects concurrently, prioritize effectively, and operate with a high degree of organization in a deadline-driven environment.
- Collaborative mindset with the ability to work effectively across teams, geographies, and external partners.
- Comfortable working with and managing third-party consultants, ensuring quality, completeness, and relevance of work product.
- Demonstrates initiative, curiosity, and a proactive approach to problem-solving, including willingness to ask questions and challenge assumptions where appropriate.

## **AEW CAREER OPPORTUNITY**

- Ability to travel throughout the United States to evaluate properties, support due diligence activities, oversee capital and development projects, and engage with consultants, operators, and investment teams, generally averaging 20–35% of working time, with travel requirements varying based on transaction activity, project needs, and portfolio priorities

### **Please Note:**

We encourage candidates to use AI thoughtfully - as a tool to refine their work, not replace their voice - and we use AI responsibly in our hiring process to support fair, human-led decisions.

AEW is unable to consider candidates for employment who currently need, or will need, sponsorship to be employed in the United States.

### **Compensation**

At AEW, your base pay is one part of your total compensation package. The base pay for this role is between \$100-150K. Your actual base pay will depend on your skills, qualifications, experience, location, internal equity, and market conditions. Additional compensation and benefits include:

- Annual cash bonus opportunity
- Eligibility for health insurance (medical, dental, vision)
- 401K plan with match and employer-funded retirement account
- Employee Assistance Program
- Tuition relief
- Parental leave
- Flexible time off and eligibility for hybrid work for most roles
- Matching gift and volunteer programs