



Mel King Institute
for community building

August 23, 2018

Dear Executive Director/Director of Real Estate:

The Local Initiatives Support Corporation (LISC) and the Mel King Institute for Community Building, in collaboration with Henry Joseph, Development Consultant, invite your organization to participate in the next LISC Project Manager Seminar, scheduled to begin this fall. We are pleased to be able to offer once again to project managers at CDCs and other housing non-profits the opportunity to develop their knowledge of real estate development and their project planning and problem-solving skills, through a peer learning experience.

This seminar is designed to draw on the knowledge and experience of the participants, as well as the seminar leader. Discussion will focus on current projects as well as topics relevant to project management. Participation will be limited to six project managers. Each participant must have a currently active real estate development project in which he/she is playing a significant role. We encourage project managers at all levels of experience to consider participating.

The participating project managers themselves will shape the content of the seminar, based on their interests and what they need to move their projects forward. The seminar will meet for four-and-a-half hours once a month for six months. Participants will be expected to attend all six sessions.

Since participation is limited, project managers will be selected on a competitive basis. We have enclosed a seminar description and an application form. Applications should be submitted to Marilyn Sanchez (Msanchez@lisc.org) at LISC, no later than Thursday, September 13. Participants will be required to attend a pre-meeting at LISC in early October to meet each other, introduce their projects, and help shape the content of the seminar. This meeting will last about two hours; LISC will provide lunch. The first regular meeting of the seminar will be later in October. After the first meeting at LISC, the meeting location will rotate among the organizations that have participating staff.

The total cost of this seminar will be \$800 per person, which will include breakfast and/or lunch at each session, course materials, and a certificate of completion. LISC will contribute \$600 for each participant who successfully completes the program, so the actual cost to the organization will be \$200.

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Participants from past seminars have rated this course extremely highly, finding it immediately helpful in their work. I hope that you will consider recommending a project management staff person to take advantage of this unique and exciting opportunity to increase his or her real estate development knowledge and skills. If you would like to get more information about the seminar or discuss its appropriateness for a particular staff member, please contact Henry Joseph at (617) 782-4520.

Sincerely,

A handwritten signature in black ink, appearing to read "Kelleher", with a long, sweeping horizontal line extending to the right.

Karen Kelleher
Executive Director

Enclosures