



**WSFSSH
CENTRAL OFFICE**

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Job Opportunity: Project Manager for Real Estate Development

Organization: West Side Federation for Senior and Supportive Housing, Inc. (WSFSSH)

Salary: Commensurate with experience

Start Date: ASAP preferred: WSFSSH may be able to accommodate a start as late as July 2017

About: WSFSSH is a non-profit housing development and management company that has been providing affordable housing to seniors and others in need of supportive services for nearly 40 years. WSFSSH owns, manages, and provides supportive services in 24 buildings (in Harlem, the Bronx, and the West Side of Manhattan) serving over 1,800 individuals. WSFSSH specifically seeks to provide quality affordable housing and services to the elderly, homeless individuals, persons living with HIV/AIDS, individuals with mental illness, and others in need of supportive services that enable them to live independently within the community.

WSFSSH's real estate development includes construction and/or substantial rehabilitation of new affordable and supportive housing units, often in conjunction with development of complementary community facility and/or commercial space, and acquisition/preservation of existing housing units to ensure their long-term affordability. WSFSSH development projects are typically financed via a range of local, state and federal capital grants; equity proceeds from the sale of Historic or Low Income Housing Tax Credits (HTC & LIHC), Brownfield Tax Credits (BTC), &/or New Markets Tax Credits (NMTC); and debt financing.

The WSFSSH Development Team includes a Director, Senior Project Managers (SPMs), and a Project Manager (PM). Our project pipeline includes: new construction of a 60,000 square foot charter school in Washington Heights; new construction of a 160,000 square foot, 175-unit senior housing project with a senior center and Federally Qualified Health Center (FQHC) in Mott Haven; new construction of a 185,000 square foot project integrating a transitional homeless shelter with 190 units of permanent supportive and affordable housing in Manhattan Valley; and new construction of a 130,000 square foot 159-unit senior housing development with a senior center in the Bronx.

Description: The **Project Manager for Real Estate Development (PM)** will report to the WSFSSH Director of Real Estate Development and will work in collaboration with WSFSSH Senior Project Managers to facilitate a range of projects from pre-development through construction and permanent financing conversion. Commensurate with prior experience, the PM will provide project support for major initiatives being overseen by the SPMs and may also serve as the lead project manager for smaller development initiatives in the pipeline.

General WSFSSH Development Department Responsibilities:

1. Shepherd projects through the development cycle: concept, design, construction, & lease-up
2. Coordinate the architectural design process
3. Underwrite and secure capital and operating funding for new construction, substantial rehabilitation, and capital refinancing projects in the WSFSSH pipeline
4. Prepare and/or assist in preparing project grant applications
5. Coordinate and review project due diligence
6. Solicit, vet, and negotiate contractor and consultant proposals
7. Prepare closing/conversion memos and binders
8. Oversee projects in construction
9. Coordinate project transition from construction completion to ongoing management/maintenance
10. Organize and manage critical development documentation and its storage

Project Manager Specific Responsibilities

1. Prepare and update project underwriting (pro-forma)
2. Process and track pre-development and in-development expenditures
3. Facilitate land use approvals
4. Attend project pre-development meetings and construction site meetings
5. Organize community and tenant outreach and engagement

6. Communicate with and to external parties (i.e. architects, contractors, counsel, banks, etc)
7. Manage smaller stand-alone development projects or significant components of larger development projects
8. Initiate and manage “special projects”(e.g. preparation of universal design specifications to govern all WSFSSH development projects; tracking and risk analysis of subsidized senior and affordable housing in WSFSSH catchment areas, etc)

Qualifications: The successful applicant will have not only a demonstrable interest in and understanding of real estate development finance, but also a passion for the mission oriented field of affordable and supportive housing. The applicant must be a strategic thinker, with a strong degree of initiative, excellent organizational skills, and the ability to effectively juggle multiple priorities while maintaining an attention to detail. Strong oral and written communication and interpersonal skills are requisite. The candidate must have experience utilizing Excel and be able to work effectively within a collaborative team approach.

A graduate degree is preferred but not required (depending on prior work or academic experience). Relevant degrees may include fields such as Planning, Real Estate, Architecture, Public Policy, and Community and/or Economic Development.

Employment will be based upon personal capabilities and qualifications without discrimination on the basis of race, color, religion, sex, gender identity, age, national origin, disability, sexual orientation, or any other protected characteristic as established by law.

Application: **Interested applicants should send 1) a cover letter and 2) a resume by email to HousingDevJobs@wsfssh.org.** The cover letter should provide the applicant’s salary requirements and indicate in detail how he/she meets the specific qualifications of the job. For more information about WSFSSH, please visit www.wsfssh.org.