



## **Assistant Project Manager**

Bronx Pro Group develops and manages quality affordable housing that is energy efficient and respectful to the needs of its residents and the environment. This is accomplished by employing skilled staff, using the latest technology, making certain buildings are secure, and utilizing a level of design and an attention to detail that make our tenants proud to call their apartments home.

### **Job Description**

- Work under deadlines with cross-functional teams of partner developers, vendors, attorneys, governmental agencies, lenders, equity investors and title companies to close, monitor, and convert development transactions.
- Track and clearly communicate progress and critical path steps to senior staff and other team members.
- Coordinate and ensure timely completion of submission of due diligence to government agencies, lenders, and investors.
- Assist in the completion of responses to Requests for Proposals and Requests for Qualifications
- Track and manage third-party (architects, attorneys, etc.) deliverables throughout the predevelopment process.
- Other responsibilities as may be assigned pursuant to the direction of senior management, which may include special projects / responsibilities tailored to individual strengths and interest area.
- Regular communication with NYC HPD is a requirement.

### **Day to Day Responsibilities**

- Schedule project calls, lead selected calls, provide agendas in advance, take, and disseminate notes.
- Aware of project schedule, status updates, and critical path items; clearly communicate these to all development team members, to ensure timely completion of all tasks.
- Coordinate and ensure timely completion of pre-development deliverables such as appraisals, geotech, environmental testing, surveys; as needed, assist VP of Acquisitions and construction staff / project managers in securing demolition/construction permits and site access agreements.
- Support senior staff with feasibility studies, including market, design, construction, and financial aspects of potential projects.
- Tracks and compiles due diligence required by financial institutions, legal team, and government funders to secure government approvals and financing closings; has primary responsibility for securing and managing financial partners' checklists.
- Support asset management in developing project cost statements, day of closing tasks (e.g., preparing letter of direction), and development budget forecasts.
- Processes contracts and invoices, track development project expenses against budgets, updates budgets and proformas
- Participate in project planning meetings, identifying any critical path items and assure that necessary updates are made across project deliverables (condo filings, underwriting, etc.)
- Capably represent ownership team in on-site coordination with vendors, contractors, others
- Track construction progress; monitor requisitions and contingency budgets for key indicators

- Assist in the completion of responses to Requests for Proposals and Requests for Qualifications, assuming increasing amounts of responsibility for application components
- Drafts post-closing memo / dealbooks
- Facilitate smooth hand-off to marketing team for lease up and occupancy.
- Assists in the coordination and completion of conversion & completion documents including cost certifications, 95/5s, permanent loan closing process and 8609s.
- Prepares presentation materials for public meetings, coordinate with elected officials and other staff.

### **General and Soft Skill Requirements**

- Ability to work collaboratively with co-workers and representatives from the nonprofit, corporate, philanthropic, and public sectors, and demonstrate flexibility and poise in dealing with a diverse range of individuals and organizations.
- Capable of communicating effectively with a wide variety of other partners, including but not limited to architects, attorneys, government officials, lenders, financing partners and vendors.
- Entrepreneurial spirit and ability to work independently on multiple tasks and projects, set priorities for a challenging workload, and be a positive, solution-oriented professional.
- Strong interpersonal skills; ability to work as a member of a development team.
- Strong analytical and organizational skills; strong critical thinking skills.
- Strong written communication skills.
- Must be comfortable using Microsoft Office software – specifically Power Point, Excel, and Word at a high level of competence.
- Approximately 2-5 years relevant experience is preferred

Salary Range 45,000 – 70,000, commensurate with experience.

Bronx Pro Group is an Equal Opportunity Employer that does not discriminate on the basis of actual or perceived race, creed, color, religion, alienage or national origin, ancestry, citizenship status, age, disability or handicap, sex, marital status, veteran status, sexual orientation, genetic information, arrest record, or any other characteristic protected by applicable federal, state or local laws. Our management team is dedicated to this policy with respect to recruitment, hiring, placement, promotion, transfer, training, compensation, benefits, employee activities and general treatment during employment.

Please send resume and cover letter to Jaye Fox, Director of Development, [jfox@bronxprogroup.com](mailto:jfox@bronxprogroup.com). Please specify the position for which you are applying in the email subject line.