



WEST HARLEM GROUP ASSISTANCE, INC.

JOB DESCRIPTION

Project Manager

POSITION SUMMARY:

The Project Manager is responsible for oversight of all aspects of the development cycle including pre-development financing, tenant relocation, construction, lease-up, and oversight of project maintenance and tracking to ensure compliance, and project milestones. The Project Manager is responsible for affordable housing projects, including but not limited to Low Income Tax Credit, Multi Family Loan Program (MPLP), and Participation Loan Program (PLP). This position is under the supervision of the Deputy Director of Program and Development Operations. For purposes of Annual Vacation Leave Time as set forth in the Employee Manual, this position is classified as Line Personnel.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions for Project Manager

- Preparation and administration of development budgets.
- Conducts site feasibility.
- Coordinates the pre-development process, including meeting and correspondence with public and private funding sources, attorneys, architects, contractors, tenants and property managers.
- Attends tracking meetings and understudy day to day problem solving for housing development.
- Diagnoses financial schedule with sources and uses
- Underwrites, develops, and implements housing real estate and economic development portfolio
- Prepares and coordinates community board and funder presentations
- Reviews contractors' response to proposals and bids and make recommendations
- Coordinates RFPs
- Coordinates preparation of LIHTC Applications
- Writes proposals as required
- Performs other duties and responsibilities as required by Deputy Director of Program and Development Operations
- Orders and reviews all applicable site related reports including environmental, surveys and zoning.
- Monitors filings with NYC DOB, HPD and DEP to ensure project approvals.

Manages weekly site meetings, review construction requisition change orders, punch list and close out binders

Assists with the transfer of projects to internal Property Management department

Reports all safety issues and accidents to the supervisor and the HR Representative

SUPERVISORY CONTROL

This position has no direct supervisory responsibilities, but may serve as a coach and mentor for other positions in the department.

Other Duties:

Please note that the job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for their job. Duties, responsibilities, or activities may change at any time with or without notice.

Required Education and Experience

1. Bachelor's degree highly preferred
2. 1-3 years project/program management experience.
3. The position requires managing multiple projects with competing deadlines

Travel

Travel is primarily local during the business day, although some out-of-the-area and overnight travel may be expected

Position Type and Expected Hours of Work

This is a full time position, expected work hours are 35 hours per week from Mondays through Fridays.

Work Environment

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms.

Competencies

Customer/Client Focus

Teamwork Orientation

Thoroughness

Time Management

People Management and Collaboration
Business Acumen
Strategic Thinking
Problem Solving/Analysis
Financial Management
Communication Proficiency

EVALUATION: This Position is evaluated after three (3) months and again after six (6) months--the end of the introductory period. Thereafter, the evaluation will be done annually. In the interim, a write up or warning may be issued to the employee. **Evaluation criteria include *quality of work, job knowledge, interpersonal skills, responsibility, initiative, responsiveness to direction, judgment (problem solving), adaptability, cooperation, attendance/punctuality and professionalism.***

Signatures

This job description has been approved by all levels of management:

Manager _____

HR _____

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee _____ Date _____

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Resumes may be sent to resumes@whgainc.org . You may go to www.whgainc.org for more details about the organization.