



**WSFSSH
CENTRAL OFFICE**

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www.wsfssh.org

Job Description: Senior Project Manager for Real Estate Development

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

Salary: Commensurate with experience

About: WSFSSH is a non-profit housing development and management company that has been providing affordable housing to seniors and others in need for over 40 years. WSFSSH owns, manages, and provides supportive services in 26 buildings (in Harlem, the Bronx, and the West Side of Manhattan) serving over 2,000 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 to enable them to live independently within the community.

WSFSSH's real estate development focuses on new construction and substantial rehabilitation of housing units, often including complementary community facility and/or commercial spaces, as well as the acquisition and preservation of existing housing units to ensure their long-term affordability.

WSFSSH currently has approximately 650,000 square feet in our development pipeline. The 6 pipeline projects encompass 900 units of housing, a senior center, and three Federally Qualified Health Centers (FQHCs). WSFSSH development projects are typically financed via debt financing, a range of local, state and federal capital grants; and equity proceeds from the sale of tax credits (i.e. Low Income Housing Tax Credits and Brownfield Tax Credits).

Description: The **Senior Project Manager for Real Estate Development (SPM)** will report to the WSFSSH Director of Real Estate Development and will be responsible for implementing a range of projects from pre-development through construction and permanent financing conversion. The SPM will serve as the primary WSFSSH point person and be responsible for ensuring the on-time and on-budget completion of real estate projects.

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 projects
4. Coordinate and review project due diligence
5. Solicit, vet, and negotiate contractor and consultant proposals
6. Prepare closing/conversion memos and binders
7. Oversee projects in construction
8. Coordinate project transition from construction completion to ongoing management/maintenance
9. Organize and manage critical development documentation and its storage

Senior Project Manager Specific Responsibilities

1. Manage all stages of development projects
2. Coordinate, secure, and requisition project capital and operating funding sources;
3. Prepare and update project underwriting (pro-forma)
4. Review and negotiate project legal and contract documents;
5. Prepare funding applications, grant requests, and other RFP responses
6. Facilitate architectural, land use, and budget approvals throughout the development cycle
7. Attend project pre-development meetings and construction site meetings
8. Organize community and tenant outreach and engagement

Qualifications: The successful applicant will be a strategic thinker, with a strong degree of initiative and the capacity to develop and implement critical project milestones. The candidate must be highly organized, with the ability to effectively juggle multiple priorities and maintain an attention to detail. Strong oral and written communication and interpersonal skills are requisite. The ideal candidate will have a demonstrated interest in affordable and supportive housing and a minimum of 3-5 years of real estate development or related project management

experience. The candidate must 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).

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.

Interested applicants should apply on the organization website: www.wsfssh.org

Please be sure to include a cover letter with your application. The cover letter should provide the applicant's salary requirements and indicate in detail how they meet the specific qualifications of the job. For more information about WSFSSH, please visit www.wsfssh.org.