

## Job Posting

December 7, 2017

### POSITION

Project Manager – Construction & Sustainability/Development

### EMPLOYMENT TYPE

Regular FT – 35 hours/week

### SALARY

Commensurate with experience

### ESSENTIAL DUTIES AND RESPONSIBILITIES

The Project Manager- Construction & Sustainability / Director of Real Estate Development on the development team manages new and existing housing projects in various stages of completion under the supervision of the Director of Properties, and Director of Real Estate Development. This includes modeling prospective projects for Energy Performance, ensuring construction details are properly completed in the field, and performing post build certification and Quality Assurance. The project manager also analyzes current operational utility data for opportunities to improve performance of existing housing stock. The project manager also analyzes potential projects and completes applications for funding, and takes on other projects as needed. He/she will ensure compliance with various sustainability programs including Enterprise Green Communities, NYSERDA NCP, and PHIUS during pre-construction, construction, and post-construction. They will keep track of construction progress and cost to ensure timely project completion in coordination with the Director of Construction Management. As well as organize, analyze and report current utility data. He/she will recommend Capital Improvements based on analysis of utility data and site visits. They will organize and submit rebates to various utilities for sustainability upgrades in coordination with property managers. Additionally, they will seek out new opportunities for funding and coordinate the responses to Request for Proposals and Requests for Qualifications. Finally, they will be required to monitor and track all components of the development process including: financial modeling, design approval, financing applications to local, state and federal funding agencies (HPD, HCR, HFA, ESSHI, etc.), coordinate meeting with public agencies and elected officials, due diligence submissions to government agencies, lenders and investors in advance of construction closing, submission to and tracking of required city/state signoffs as required (Enterprise Green Communities, NYSERDA, DOB, SHP, ULURP), and other duties as assigned.

### COMPETENCIES

- Detail oriented
- Highly organized
- Ability to successfully manage multiple relationships
- Passionate about the affordable housing industry and sustainable building practices
- Ability to work independently or as part of a team
- Advanced Excel knowledge
- Experience in affordable housing, development, or related field
- Experience in CAD, REVIT, THERM, and Sketch Up programs
- Experience in Sustainable Building Design, Passive House preferred
- Experience in low income housing tax credits (9% and 4%) transactions
- Experience in bond financing transactions
- Experience in Year 15 transactions



**EDUCATION EXPERIENCE**

Bachelors Degree in Architecture, Urban Planning, Engineering, Sustainability, or similar  
Two years of Construction Management or Development experience  
PHIUS CPHC or PHI Certified, preferred

**APPLICATION DEADLINE**

12/22/2017

**SUBMIT RESUME TO**

Jonathan Beuttler, Director of Real Estate Development  
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