



Job Posting

November 28, 2017

POSITION

Project Manager

EMPLOYMENT TYPE

Regular FT - 35 hours/week

SALARY

Competitive Salary Based On Experience

REPORTS TO

Director of Real Estate Development

ESSENTIAL DUTIES AND RESPONSIBILITIES

The Project Manager on the development team manages affordable housing projects in various stages of development under the supervision of the Director of Real Estate Development and the Vice President of Housing. The Project Manager analyzes potential projects, completes applications for funding and takes on other projects as needed. A qualified candidate should exhibit an interest in the connection between the built environment, community health and well-being. They will assist with the day to day management of the Real Estate Development pipeline. These responsibilities include analysis of potential affordable housing deals and coordination of responses to Requests for Proposals and Requests for Qualifications. The Project Manager will also be responsible for monitoring and tracking all components of the development process including: site acquisition and control, financial modeling, design approval, and financing applications to local, state and federal agencies (HPD, HCR, HFA, ESSHI, etc.) and coordinating meetings with public agencies and elected officials. As well as: 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, SHPO, ULURP). Additional duties include: coordinating billing, meetings and phone calls as well as manage correspondence with all parties involved with transactions; overseeing marketing and lease up activities; coordinating cost certifications, permanent loan closing process and 8609's; other duties as assigned.

COMPETENCIES

- Passionate about the affordable housing industry and sustain building practices
- Ability to work independently or as part of a team
- Advanced Excel skills
- Experience in low income housing tax credits (9% and 4%) transactions
- Experience in bond financing transactions
- Experience in Year 15 transactions
- Highly organized, detail oriented and self-motivated

EDUCATION EXPERIENCE

Bachelor's Degree (Masters in a related field is preferred)

1-3 years of experience in affordable housing industry and sustainable building practices

APPLICATION DEADLINE

Rolling

SUBMIT RESUME TO

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