

HOUSING AUTHORITY OF THE CITY OF NEW HAVEN

360 Orange Street
New Haven, CT 06509
Phone: (203) 498-8800 TDD: 711
Fax: (203) 497-8202

JOB DESCRIPTION

JOB TITLE: Executive Project Manager II for the Glendower Group, Inc.
EXEMPT: Yes
SALARY LEVEL:6 **Minimum:** \$84,801.26 **Maximum:** \$110,893.29
EMPLOYEE REPORTS TO: Vice President
PREPARED BY: SJD **DATE:** March 3, 2025
APPROVED BY: YDT
EXPIRATION DATE: Until filled

SUMMARY

This position serves as the principal assistant to the Executive Leadership on Identified Projects. Provides direct project oversight and develops appropriate and effective project management procedures. Ensures compliance with regulatory requirements. Relieves the Leadership of a large volume of administrative duties and complex business issues/ decisions. The position will operate with minimal direction and will report to the Vice President. Responsibilities are the performance of the day-to-day tracking of the assigned project(s) to ensure that policies and procedures are being followed, that goals and objectives are met, and that services and projects are being accomplished efficiently and effectively within agreed upon budgets.

The primary responsibility is creating, managing, monitoring, and coordinating the integrated project plans, including implementation schedules, cost estimates, resource estimates, services, and application deliveries.

This position will also collaboratively work on the expansion of Glendower's market share by identifying partnerships and projects within and outside of the State of Connecticut.

ESSENTIAL FUNCTIONS

1. Act as a liaison between executive leadership and department directors to facilitate work and accomplish objectives through a collaborative effort.
2. Serve as key point person for oversight of identified Projects.
3. Assist with development of request for proposals.
4. Assume leadership for assigned projects by developing work plans and managing to those plans.
5. Assist Executive Vice President with designing and implementing major capital initiatives.
6. Prepare applications for competitive funding.
7. Review monthly financial statements from developers.

8. Monitor and report on changes to State Qualified Allocation Plan, Section 42 of the Internal Revenue Code and other pertinent program requirements, inclusive of HUD and the State of Connecticut.
9. Ensure compliance with investor and program requirements, including CHFA, HUD, DOH, DECD, City of New Haven, OPM, et al.
10. Assist with developing financial plans for major development projects, including, but not limited to-
 - Management assessment
 - Capital Needs Assessment review and other historical data reports
 - Underwriter analysis
 - Preparing application to CHFA, DOH and other financing opportunities
 - Coordinating and presenting to the Board of Alders
11. Organize and maintain project files, databases and resource materials.
12. Collect and analyze project information to determine where the project stands and to appropriately plan to achieve a successful project.
13. Independently lead real estate development projects from conceptualization to construction completion and conversion.
14. Recapitalization analysis
15. Research funding opportunities with HUD and others.
16. Frequently review and understand federal regulations.
17. Create new business opportunities for potential development opportunities and consulting within and outside of Connecticut.
18. Ability to identify capital for developments and align said resources with the development cycle.
19. Develop underwriting models.
20. Assist leadership in managing workflow tracking system of projects.
21. Advise leadership on any workflow related issues/new requests.
22. Conduct project research through the Internet and other appropriate resources.
23. Develop and edit documents, letters, reports and all other correspondences from the draft stage to outgoing.
24. Performs all other related duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES

1. Must be able to multi-task, redirect, prioritize and manage multiple projects.
2. Executive management leadership skills.
3. Ability to handle high-level issues.

4. Excellent verbal and written communications skills.
5. Ability to analyze and solve work related issues.
6. Work independently, perform as a self-starter and meet critical deadlines.
7. Capable of dealing with internal and external clients in a tactful and professional manner.
8. Strong computer skills, particularly with Microsoft software...Excel, Word, Outlook, PowerPoint, etc.
9. Ability to create underwriting models and lead development projects through the development cycle.
10. Good project management skills.
11. Good communication skills both oral and in writing.
12. Understanding of the formal and informal structures of all the organizations involved.
13. Ability to communicate with staff to solicit feedback or input as needed.
14. Maintain strict confidentiality in all matters.

EDUCATION AND EXPERIENCE

Graduation from an accredited college or university with a degree in a field related to the essential function of the Department.

Five years' experience in complex Public Housing, Multi-Family Housing deals. Masters' degree may be substituted for one year of experience.

Must be able to communicate effectively orally, and in writing. Must have a valid Connecticut driver's license.

Must have directly managed complex multi-million-dollar real estate development deals.

APPLICATION AND SUBMISSION

THE HOUSING AUTHORITY OF THE CITY OF NEW HAVEN RESERVES THE RIGHT TO CONSIDER APPLICATIONS AND RESUMES UPON RECEIPT AND MAKE EMPLOYMENT DECISIONS ACCORDINGLY.

All applications and resumes must be in the Human Resource Office on or before

Job descriptions & applications may be obtained from HANH at 360 Orange Street, New Haven, CT 06511. Submit resumes with or without applications to the address above, via fax to (203) 497-8202 or via e-mail to jobs@hanh-ct.org, TDD Dial 711, between the hours of 9:00 - 5:00 p.m. weekdays. The Housing Authority accepts applications only for positions it is trying to fill. If an applicant requires further information, please call the HR Office at (203) 498-8800 Ext. 1415. Disabled are encouraged to apply.

AN EQUAL OPPORTUNITY EMPLOYER M/F/V