
JOB DESCRIPTION

JOB TITLE: Glendower Project Manager
EXEMPT: Yes
SALARY LEVEL: 4 **Minimum:** \$67,187.62 **Maximum:** \$87,345.32
EMPLOYEE REPORTS TO: Vice President of Development.
PREPARED BY: sjd **DATE:** November 2016
APPROVED BY: **DATE:**
EXPIRATION DATE: Until the position is filled

SUMMARY

This position serves as the project leader to the Vice President of Development on identified projects. Provides direct project management oversight and coordination of real estate developments. Ensures compliance with regulatory requirements; relieves the leadership of a large volume of administrative duties, coordination and issues/decisions. The position will operate with minimal direction and will report to the Vice President of Development. 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 projects are being accomplished efficiently and effectively within agreed upon budgets.

The primary responsibility is creating, managing, monitoring, and coordinating real estate developments in accordance with policy, schedule and budget. Of importance will be the ability to ensure projects meet critical path schedules.

ESSENTIAL FUNCTIONS

1. Serve as key point person to the Vice President of Development on identified projects.
2. Assist with development of solicitation including RFQ's and RFP's, etc.
3. Assume leadership for assigned projects by coordinating all components of projects assigned including identifying funding opportunities.
4. Assist the Vice President with managing the pipeline of development opportunities.
5. Prepare applications for competitive funding under Federal and State programs.
6. Create and analyze development budgets (i.e.: development, construction, operating, and additional service budgets).
7. Manage all aspects of the implementation of a community revitalization plan.
8. Manage project schedule and investment decision-making process for development related acquisition, demolition/disposition, and relocation programs.
9. Manage the development and execution of a Mixed-Finance or Rental Assistance

Demonstration strategy for public housing revitalization utilizing public housing capital funds, Low Income Housing Tax Credits, Moving to Work funds, private debt, and other sources.

10. Assist with relocation of residents.
11. Review weekly construction meeting reports and highlight areas that are contrary to the construction contract.
12. Review monthly requisitions and ensure conformance with the construction contract.
13. Review weekly payroll submissions from the General Contractors and Subcontractors.
14. Review contractor's monthly compliance of MBE/WBE and Section 3 and other requirements by the City and/or State.
15. Monitor and make reports on changes to State Qualified Allocation Plan, Section 42 of the Internal Revenue Code and other pertinent program requirements.
16. Ensure compliance with investor and program requirements, including CHFA, HUD, DOH, the City of New Haven, OPM, et al.
17. Assist with developing financial plans for major development projects, including
 - Devising a Preliminary Development Budget
 - Detailing a complete development schedule
 - Coordinating with Architectural and Engineering team
 - Complete funding applications with minimal oversight
 - Coordinating with residents, Board of Aldermen, continuants, et al.
18. Organize and maintain project files, databases and resource materials.
19. Collect and analyze project information to determine where the project stands and to predict future status and progress.
20. Assist the Vice President with managing work flow tracking system of projects.
21. Advise the Vice President on any work flow related issues/new requests.
22. Conduct funding research opportunities and innovative ideas relating to real estate development.
23. Develop and edit documents, letters, reports and all other correspondence 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 to closure.
2. Broad knowledge of real estate development.
3. Ability to handle high-level issues.
4. Excellent verbal and written communications skills.

5. Ability to analyze and solve work related issues.
6. Can 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. Good project management skills.
10. Good communication skills both oral and in writing.
11. The ability to "get things done". It requires an understanding of the formal and informal structures of all the organizations involved.
12. Ability to communicate with staff on behalf of Exec. Mgt. to solicit feedback or input as needed.
13. Maintain strict confidentiality in all matters concerning the Exec. Team.

EDUCATION AND EXPERIENCE

Graduation from an accredited college or university with a degree in urban planning, business management, finance, or related field.

Five years of progressively responsible experience directly related to large scale complex housing development and urban planning. Successful experience in team leadership, time management, negotiating, multi-project/multi-tasking skills. Broad knowledge of all aspects of a real estate transaction Experience and knowledge of relocation. Knowledge of Federal, State and local affordable housing programs including but not limited to CHOICE Neighborhoods, Rental Assistance Demonstration Program, Federal and State Tax Credits, State Housing Assistance programs, etc.

Incumbent must have experience with successful implementation of complex real estate transaction including, Mixed Finance, Low Income Housing Tax Credits, Rental Assistance Demonstration and other private financing. Incumbent must have experience with HUD and other public sector regulations and policies.

Incumbent must also have strong analytical capabilities to manage conflicts; able to communicate orally and in writing; and maintain financial records. Must have a valid Connecticut driver's license.

APPLICATION AND SUBMISSION

ELM CITY COMMUNITIES, THE HOUSING AUTHORITY OF THE CITY OF NEW HAVEN RESERVES THE RIGHT TO CONSIDER APPLICATIONS AND RESUMES UPON RECEIPT AND MAKE EMPLOYMENT DECISIONS ACCORDINGLY UNTIL ALL POSITIONS ARE FILLED.

All applications and resumes must be in the Human Resource Office on or before the position is filled.

Job descriptions & Applications may be obtained from HANH at 360 Orange Street, New Haven, CT 06511. Resume submission without applications to the address above, Fax number (203) 497-8202, e-mail to jobs@newhavenhousing.org, or TDD 711 between the hours of 9:00 - 5:00 p.m. weekdays. Elm City Communities, HANH accepts applications only for positions it is trying to fill. If an applicant requires further information, please call the HR Office @ (203) 498-8800 Ext. 1025. Disabled are encouraged to apply.

AN EQUAL OPPORTUNITY EMPLOYER M/F/V