

## **TWO PROJECT MANAGER POSITIONS: DC AND BALTIMORE TELESIS CORPORATION**

### **TELESIS CORPORATION**

Founded in 1985, Telesis is an award-winning company that has developed or planned a complex mix of over \$2.8 billion in public and private financing for the revitalization of neighborhoods. Its work has involved more than 17,000 units of affordable and mixed-income housing along with a wide range of commercial and civic uses. Telesis combines public and private investment to leverage other resources, and skillfully works with community leaders and residents to secure the organizational, civic, and financial support required for a project's success. Telesis also provides consulting services on issues involving affordable housing and community and economic development. Telesis is a New Markets Tax Credit allocatee.

Please see our website at [www.telesiscorp.com](http://www.telesiscorp.com) for more information.

### **DESCRIPTION OF THE WORK**

Telesis is seeking to hire two project managers. One Project Manager will focus on our Baltimore and Maryland work, and will be based out of the Baltimore office, and will work under the supervision of the President of Telesis Baltimore. The DC-Project Manager will be based in DC working on a variety of projects for the company in both DC as well as other parts of the country, and under the supervision of an experienced development manager.

Each Project Manager will have responsibility for the overall management of developments from acquisition and entitlements through completion of construction. In addition, the Project Manager is expected to pursue new business development and assist with other projects. Most Telesis projects are complex, large-scale redevelopments with multiple sources of funding. They include market rate and affordable multifamily housing as well as mixed-use developments.

### **RESPONSIBILITIES**

The Project Manager is responsible for all aspects of the planning and development work. This includes direction of predevelopment services, financial analysis, oversight of design and construction efforts, liaison with residents, community members, and government agencies, and coordination with management and community service through Neighborhood Partners, a Telesis affiliate. The Project Manager is responsible for securing project funding. This involves working with potential lenders and investors as well as government agencies to secure loans and other funding. The Project Manager is expected to develop realistic development and operating budgets, track expenses and progress closely, and ensure that each project can meet its expectations. In addition, the Project Manager, in collaboration with Neighborhood Partners, coordinates the work with residents and community organizations to organize their participation and develop appropriate supportive services. Neighborhood Partners is primarily responsible for lease up, operation, and continuing community partnerships.

Additional responsibilities include:

- Overseeing all necessary predevelopment work including surveys, appraisals, title examination, environmental assessment, etc;
- Assembling a strong development team and directing the work of its members – planners, architects, engineers, consultants, contractors, attorneys, and funding sources;
- Managing the planning, design, contracting, and construction to ensure projects conform to high quality standards, and are completed on time and within budget;
- Assisting with resident relocation and property management matters; and
- Ensuring compliance with all MWBE, Section 3, and other requirements.

## **QUALIFICATIONS**

*Education:* Bachelor's degree required. Graduate degree in urban planning, architecture, engineering, real estate development, construction management, business, finance or related field is preferred, but is not required.

*Work Experience:* At least ten years in real estate development or related field; or seven years in multifamily housing development, with mixed-income and mixed-use experience preferred.

*References:* Candidates must have strong employment references.

## **REQUISITE SKILLS AND EXPERIENCE**

A Project Manager must be able to work well independently and take initiative; to think and function at a strategic level and detailed, project level; and to efficiently undertake multiple, concurrent tasks. He/she must possess strong financial and analytical abilities, excellent writing and communication and presentation skills, and a strong interest in community development. Well-developed interpersonal skills, including an ability to work well with a wide range people and organizations, are also essential.

A broad-based understanding of housing and community development programs, real estate finance, and project management is needed, with strong planning skills and a full understanding of the standard software programs. A Project Manager must have a thorough knowledge of Microsoft Word, Excel, PowerPoint and Project and substantial experience in preparing complex spreadsheets, schedules, and presentations.

A Project Manager's experience should include:

- Management of new and existing developments from inception to successful completion;
- Selection and supervision of design professionals, consultants, contractors, and vendors;

- Due diligence on development opportunities
- Managing the entitlement and permit process with local government and utility companies;
- Detailed financial planning and analysis, and management of project risks, schedules and priorities;
- Management of partner, investor, and lender relationships; and
- Experience with funding programs for subsidized and mixed-income housing and community development.

### **TO APPLY**

To be considered for the position send a cover letter, resume, and description of several recent projects as well as your compensation requirements via e-mail to [telesisproject@gmail.com](mailto:telesisproject@gmail.com). The position will offer competitive salary and benefits. Please do not contact the office by phone or fax.