



Working to make homes affordable in the City of Alexandria

Project Manager, Multifamily Construction

Alexandria Housing Development Corporation (AHDC) is a non-profit housing developer, incorporated in 2004 which develops and operates affordable housing properties located within the City of Alexandria, Virginia. AHDC currently owns 184 units among five properties. In 2018, AHDC began development of two new projects that will total 171 units, and the renovation of an existing 44-unit apartment complex. AHDC's primary goal is to create and sustain safe, high-quality housing for income-eligible households so they can thrive in the City of Alexandria.

Purpose of Position:

AHDC is seeking a Project Manager to oversee the construction process for the organization's current pipeline of new construction and renovation projects. This position will play a vital role with the organization to insure AHDC delivers quality projects that are on time and within budget.

Major Areas of Accountability:

Design Team Management & Coordination (25%)

- Manage daily coordination of the project team - GC construction managers, third-party owner's representatives, architects, engineers, subcontractors, etc – to ensure projects are delivered within budget, on schedule, and meet required design and regulatory standards.
- Manage and prepare monthly reports, minutes, issues logs, to update development team and investors/lenders regarding overall progress, potential construction issues and/or delays, etc.
- Manage resolution of legal, technical and design issues with project stakeholders including design/construction team, local and federal agencies, investors/lenders, and the local community.

Construction Management & Contract Administration (25%)

- Develop, manage, and update the project construction schedules and development budgets.
- Provide technical analysis, cost analysis support, and review requests for changes submitted by the construction contractor.

- Manage the activities associated with the changes to the construction contractor's work (request for change, change notices, change orders, contract modifications, etc.)
- Identify and evaluate alternative solutions to best meet project goals. Recommend construction techniques to expedite the project.
- Manage contractor, vendor and consultant contracts including preparation of scopes, drafting of agreements, evaluating budgets, negotiating fees, etc.
- Oversee the implementation of vendor agreements and delivery of supplementary scopes including utilities, FFE, signage, communication, etc.
- Assist in claims mitigation and dispute resolution.

Permitting and Regulatory Compliance (10%)

- Supervise the procurement of any and all permits (including occupancy permits) needed to perform construction.
- Interface and coordinate with local government and regulatory agencies as required to ensure that projects comply with all applicable legal requirements and regulations.

Financing and Financial Reporting (10%)

- Manage communication and reporting requirements with investment partners and lenders covering design, budget, schedule and technical issues.
- Review development invoices and construction draw requests

New Projects & Predevelopment (20%)

- Provide consultation and guidance to the development team on construction related issues during the due diligence, design and entitlement phases.
- Participate in the pre-qualification, bid evaluation, and selection of development/design team members for new projects - architects, engineers, owners reps, general contractors, subcontractors, etc.

Continuing Education and Growth (10%)

- Continuously work to develop and improve oneself via education, industry organizations and/or construction/management related training.
- Stay up to date on construction industry best practices and innovations in building technology - green building, sustainability, smart building technology, etc.

Education, Experience, and Skill Set:

- Bachelor's degree in Engineering, Architecture, Construction Management or related field with three (3) or more years of work experience with multifamily renovation and new construction projects.

- Knowledge of the real estate development processes and procedures including entitlements, zoning and codes, project timelines, project cost control, design phases and processes, construction knowledge and coordination issues typical to multi-family projects.
- Experience working with City, State, and Federal Agencies in connection with real estate development.
- Experience with affordable housing financing programs, regulations, and requirements a plus.
- Proven ability to interact with a wide range of project stakeholders in a diplomatic, courteous, respectful and professional manner.
- Well organized, detail oriented, forward planning, and driven.
- Strong analytical and critical thinking abilities.
- Intellectually curious and eager to contribute innovative ideas.
- Strong verbal and written communication skills with the ability to communicate ideas and reasoning clearly and concisely.
- Knowledge of scheduling software such as Microsoft Project and/or Smartsheet.
- Computer proficiency to include the Microsoft Office program suite.
- Team player that is comfortable working with small teams on several projects at one time.

Salary and Benefits

Commensurate with experience. AHDC has a benefit package that includes medical, dental, vision insurance, and paid time off

Equal Opportunity Employment

It is the policy of Alexandria Housing Development Corporation that it will operate and conduct business based on merit, qualifications, and competence and employment decisions shall be made without regard to race, color, national origin, sex, age, disability, marital status, sexual orientation, Vietnam-era veteran or special disabled veteran status, genetic information including family medical history, victims of domestic violence, or other status in accordance with applicable federal laws, as well as the state and local laws governing nondiscrimination in employment in each location in which AHDC has offices.

How to apply

Please submit resume and cover letter that details salary requirements to resumes@housingalexandria.org. Resumes that do not include a cover letter with salary requirements will not be considered for the position.