



Assistant Project Director

Washington, DC USA Req #8545

Over four decades, WinnDevelopment has earned a national reputation for award-winning excellence in real estate development, acquiring and developing holdings with a value in excess of \$2.5 billion in 10 states and the District of Columbia. WinnDevelopment focuses on the acquisition and repositioning of troubled multifamily properties, adaptive reuse of dilapidated historic structures, transforming public housing into vibrant living communities and complexly structured mixed-income housing communities. We are long-term owners and devoted to the communities we serve. WinnDevelopment builds high-quality housing and developments that provide all residents improved access to economic opportunity.

The Candidate will work directly with the VP of Development and Senior Project Manager on a diverse range of development projects. We are looking for a highly motivated Assistant Project Director to support projects undertaken by WinnDevelopment. Working alongside our team in Washington, DC, you will be responsible for tasks from inception through construction completion, with full exposure to the entire deal lifecycle. This position also requires a commitment and ability to partner effectively with a range of key stakeholders. Strong candidates will have demonstrated ability to operate in very fluid, fast-moving and lean organizations and a willingness to take on new challenges.

Responsibilities

- Monitor completion of tasks by professional members of the Development Team (including architects, engineers, general contractors, attorneys, surveyors, appraisers, consultants, etc.)
- Prepare and analyze project financial analyses in Excel
- Assist in the preparation of tax credit applications, financing applications, and project proposals
- Communicate and present on behalf of Winn to lenders, investors, and public financing agencies
- Assist in the review of loan, equity, and regulatory documents
- Monitor and verify the flow of funds on specific projects (invoice approval, requisition approval, etc.)
- Organize, document, and distribute due diligence materials during the project acquisition and financial closing processes
- Provide ad hoc support to the Development team as needed

Requirements

- Bachelor's degree; Master's preferred
- 1 – 3 years of relevant real estate and/or underwriting experience; experience with affordable housing is a plus
- Hands-on financial modeling and analysis experience
- Excellent written and verbal communication skills

- Project and/or personnel management experience with an ability to manage multiple tasks, deadlines, and priorities
- Super attention to detail, high level of accountability, and an ability to work autonomously

WinnCompanies Culture & Benefits

WinnCompanies is a fast-growing, award-winning national housing development and property management company with 3,000 team members working in 22 states and the District of Columbia. We offer opportunities for growth across the country. One-third of our team members were promoted to the positions they hold today.

We are always looking for outstanding team members who work with a passion for excellence, a “can do” results-oriented attitude and a dedication to quality. Our most successful team members are hardworking, responsible, customer-oriented individuals who are committed to improving the communities where they work.

Founded in 1971, WinnCompanies is a Drug Free Workplace and an Equal Opportunity Employer that values and encourages diversity within the workplace. Nearly half of our workforce is comprised of women or minorities. In addition to training and recognition programs to help you succeed, we offer competitive Health, Dental, Life and Disability Insurance benefits, and a generous 401(k) plan.

To Apply

Interested candidates should email resume and cover letter to tzoller@winco.com

Watch this [short video for a sneak peek at what it's like to work at WinnCompanies](#).