

Assistant Project Manager Position Telesis Corporation

Telesis Corporation

Founded in 1985, Telesis is an award-winning company that has developed or planned a complex mix of \$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 local resources, and skillfully works with community leaders and residents to secure the organizational, civic, and financial support for a project's success. Telesis also provides consulting services on issues involving affordable housing and community and economic development.

Please see our website at www.telesiscorp.com for more information.

Position Description

The Assistant Project Manager assists the development team in the day-to-day management of all aspects of the housing development process, including responding to proposals and supporting existing projects (design, entitlements, financing, and construction). Telesis invites people to apply who are passionate about investing in lower income and diverse populations, and who are willing to learn about real estate development, community development, and finance. Current projects include multi-family housing and mixed-use developments in Washington, DC, Wilmington, NC, Baltimore, MD, and Pittsburgh, PA. This position is based in the Washington, DC office although there may be occasional travel required.

Essential Functions

- Regularly monitor/track public agency website (and other sources) for prospective projects and funding opportunities that align with Telesis's development goals; flag for development team discussion.
- Coordinate and assist with predevelopment work, due diligence, community engagement, design process, and public approvals.
- Assist with financial analysis of properties for acquisition and redevelopment.
- Assist with *pro forma* development budgets for prospective and existing properties.
- Assist with reviewing existing property operating budgets.
- Work with team members to prepare responses to requests for proposals and solicitations for bids.
- Assist with preparation of debt, equity and tax credit financing applications including reading the funding guidelines, creating checklists, and monitoring the application process.
- Assist with due diligence preparation and review in response to various funding sources and shepherding transactions to financial closing.
- Attend on-site, public, and community meetings.
- Prepare project schedules and analyze progress.

- Assist with construction administration process by coordinating flow of construction documents.
- Perform contextual, demographic, historical, and other research and analysis to support prospective and existing project development.

Minimum Qualifications

- Bachelor's degree in related field, such as economics, sociology, urban planning, business, finance, architecture, etc.
- Interest in learning about real estate development process.
- Interest in learning about affordable housing finance and development, including Low Income Housing Tax Credit investments, New Markets Tax Credit investments, tax exempt bonds and federal, state, and city subsidy programs, including HUD programs.
- Strong Excel skills and knowledge of the Microsoft Office suite. GIS and CAD experience a plus.
- Strong verbal and written communication skills; ability to write clear and concise business communications such as memos, reports, policies, and procedures. Strong attention to detail.
- Experience in research and analysis.
- Proactive self-starter who can anticipate project/development team needs.
- Ability to take initiative and demonstrate a proactive approach to daily tasks.
- Highly motivated, solution-oriented individual who is self-directed, and able to successfully work simultaneously on multiple tasks and projects, set priorities for a challenging workload.
- Passion for the work that Telesis does, with at least general familiarity of community and affordable housing development.
- A good sense of humor.

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. The position will offer competitive salary and benefits. Please do not contact the office by phone or fax.