



Position Summary

Under the direction of the Executive Director, the Project Manager is responsible for the long-term viability of residential developments by managing all aspects of development, as handled directly by HCHC, or through the engagement of a development partner, including assessing acquisition opportunities, structuring complex financing, procuring for and managing consultants, which may include developers, architects, and contractors, and overseeing projects through acquisition, renovation or new construction, including managing the budgets and draws.

Responsibilities

Oversee the development of HCHC projects, which may be affordable residential, mixed-income residential, mixed-use, or other. Responsibilities include:

1. Drafting Requests for Proposals and/or Requests for Qualifications for development partners and/or other consultants.
2. Due diligence, feasibility and project funding: Ensure completion of necessary due diligence to protect the owner and investors. Design or work with developer partner to design initial program and financing strategy to creatively combine multiple financing resources that ensure long term project viability while being consistent with the development's non-financial goals. Conduct, review and refine, or oversee development partner in the analysis of overall economic feasibility. Identify funding opportunities; prepare or oversee tax credit, bond and other applications and proposals, and all materials necessary to secure commitments. Meet with community groups and other stakeholders. Prepare documents, reports, and presentations for the Board of Commissioners.
3. Project Administration and Closing: For HCHC developed projects, assemble and manage the development team including design and construction consultants. For projects developed with a third-party developer partner, work with the procurement team to manage the selection of the developer partner and the balance of the development team. Negotiate contracts and coordinate the team throughout the development process. Coordinate property acquisitions and closings with funders and attorneys. Manage, or oversee the development partner in managing, permitting and approval processes with municipal officials, legal counsel, engineers, and architects. Coordinate community and resident information and review processes. Negotiate consultant, lender and contractor agreements. Prepare reports required for Commissioners, internal management, funders, and investors.
4. Project Construction, Monitoring and Closing: Closely monitor the construction process, working with any third-party developer and the general contractor, and push projects to finish on time and within budget. Work with project team to resolve financial and other issues that arise during this period. Assure compliance with tax credit, bond and other agreements. Assist accountants in preparing cost certifications. Provide asset management team with financial closing summary and work with asset management team in addressing any tax-related or post-closing financial or building performance

concerns. Coordinate marketing and lease-up with property management to ensure that occupancy and financial goals and restrictions are met.

5. Other Duties: Update company real estate documents periodically to make sure documents are current, and to take advantage of experience with prior projects. Perform additional project management activities as required to coordinate every phase of development. Other duties as assigned.

Qualifications

The successful candidate for the position Project Manager will have previous experience with the development of affordable and mixed-income, multifamily properties, including land entitlement, financing and affordable regulatory requirements, design, construction, and lease-up issues.

- Must be skilled in multi-family acquisitions, financing (modeling and funding applications) and management of the development process.
- Must be able to manage multiple projects.
- Must be familiar with both rehabilitation and new construction.
- Must have the ability to identify and analyze opportunities, understand and design complex financial deal structures.

The Project Manager must have knowledge of:

- Public and private funding programs, including Low Income Housing Tax Credits, tax exempt bonds, HOME, and other affordable housing sources
- The regulatory/approval processes and property operations.
- Income restrictions under local, state, and federal programs.
- Work-related computer applications, including Word, and Powerpoint, and must be proficient in the use of Excel.

The Project Manager must have skills and abilities to:

- Work as a leader and member of cross-disciplinary team.
- Communicate effectively using several media.
- Negotiate contracts
- Plan, organize and review the work of developers, design professionals, contractors, and other development team members.
- Interpret and apply complex rules, regulations, laws and ordinances.
- Prepare detailed written reports, correspondence and proposals.

Minimum Qualifications

- Graduation from a four-year college with degree in a related field.
- Minimum two years of direct experience with financing and project management of affordable housing development projects.
- Ability to travel to various locations within the Howard County metropolitan area with a valid driver's license and satisfactory driving record.
- Ability and willingness to travel occasionally to attend conferences and training events across the nation.

Compensation

The projected compensation range for this individual will be competitive and in accordance with the pay grade system of HCHC and the background and experience of the selected candidate.

HCHC's employee benefits are provided through Howard County and include Medical, Dental, Life/Accidental Death and Dismemberment coverage, optional short-term disability insurance, and a tax-deferred savings retirement program.

Non-Discrimination

HCHC firmly supports the principle and philosophy of equal opportunity for all individuals, regardless of age, race, gender, creed, national origin, disability, veteran status or any other legally protected categories.

Application Process

Please email a cover letter and resumé to careers@househoward.org.

