

EPISCOPAL HOUSING CORPORATION

POSITION DESCRIPTION

Title: Project Manager, Real Estate Development
Reports to: Executive Director
Status: Full Time

COMPANY OVERVIEW:

Episcopal Housing Corporation (EHC), a Baltimore based, nonprofit real estate development company, seeks to add a seasoned real estate project manager to our staff. EHC is a leading developer of affordable and supportive housing in the Baltimore region. EHC develops and owns multifamily affordable housing projects. We act as real estate development consultants on residential and commercial projects with other nonprofit agencies. EHC is working with the Diocese of Maryland to analyze underutilized Diocesan properties to assess these parcels suitability for housing and community development projects.

JOB SUMMARY:

The Project manager will be responsible for coordinating all aspects of affordable housing and community facility real estate development projects within guidelines and procedures set by the organization and project partners.

The ideal candidate would possess the skills to manage complex, multilayered real estate transactions including the use of LIHTC, NMTC and related tools along with the ability to work with our non-profit partners serving the most vulnerable citizens of our region.

SPECIFIC RESPONSIBILITIES:

- Conduct project feasibility analyses of potential real estate developments and partners.
- Recommend projects to the Executive Director and Board of Directors that are in alignment with the EHC's mission and that are financially viable.
- Develop financing plans and budgets for real estate projects including detailed sources and uses and operating proformas.
- Prepare project funding applications for loans, grants, and equity to finance real estate development projects.
- Negotiate contracts with real estate development professionals including architects, engineers, general contractors, and consultants.
- Direct the real estate development team through the approval and entitlement process and financial closing.

- Provide project oversight during construction and manage the financial draw process.
- Develop marketing plans for projects and coordinate initial lease up.

Qualifications:

- Commitment to Episcopal Housing Corporation's mission.
- Undergraduate or graduate degree in related field (real estate, business, finance or architecture) is preferred.
- Demonstrated success in working with and managing multiple partners and projects.
- Demonstrated entrepreneurial spirit and the ability to adapt to changing conditions.
- Demonstrated success in construction/real estate development or finance.
- Detailed orientated with strong organizational skills.

EQUAL OPPORTUNITY – NONDISCRIMINATION:

EHC is an independent nonprofit organization. EHC is an equal opportunity employer. We are committed to affording all employees and applicants equal opportunity without regard to race, color, religion, ethnicity, sex, age, ancestry, or national origin, physical or mental disability, sexual orientation, gender identity, marital status, genetic information, or any other factor prohibited by local, state, or federal laws.

COMPENSATION:

Compensation will be commensurate with experience.

Application Submission:

Please mail resume and cover letter: Dan@episcopalhousing.org or
Daniel McCarthy
Episcopal Housing Corporation
3986 Roland Avenue
Baltimore, MD 21211