

ORGANIZATIONAL BACKGROUND

National Housing Trust (NHT) has been dedicated to creating and preserving affordable housing for over 30 years. Our mission is to create and preserve affordable homes to provide opportunity, advance racial equity, reduce economic disparities, and strengthen community resilience through our integrated policy-plus-practice approach. We build, preserve, finance, and/or manage more than 4,000 affordable housing units across the mid-Atlantic region, and use that expertise to inform and advance resident-focused solutions to strengthen the broader affordable housing industry.

NHT has a staff of 45 across five program areas: Policy, Lending, Real Estate Development, Community Outreach and Impact, and Sustainability. Our hallmark is our cross-functional, integrated approach to innovating, demonstrating, and amplifying solutions to the affordable housing crisis in the U.S.

The Senior Project Manager will work with NHT's Policy team of talented and passionate advocates who work to Advance Equitable Climate Benefits, Modernize Affordable Housing Finance, and Protect and Expand the Supply of Affordable Housing. The Policy team achieves lasting change by:

- **Identifying obstacles** that stand in the way of progress and promote solutions to creating resilient and sustainable affordable communities
- **Building partnerships** both within and outside the housing industry to harness diverse cross-sector expertise.
- **Promoting people-centered solutions** rooted in the real-life experiences of affordable housing residents, providers, and communities.
- **Advancing evidence-based policy solutions** with policymakers, lenders, developers, affordable housing practitioners, and residents.

POSITION

The Senior Project Manager is an exciting opportunity to play a direct role in implementing technical and financial assistance efforts for affordable housing developers and housing agencies to advance healthier, environmentally sustainable affordable multifamily housing. The role involves engaging in both policy and practice to advance informed and tested solutions at the intersection of affordable housing, health, climate change, and equity. More specifically, the Senior Project Manager will help implement a grant-funded pilot initiative in Washington, D.C., that will support affordable multifamily building owners to fund and undertake building improvements that eliminate health hazards, reduce greenhouse gas emissions, and lower energy bills for building owners and residents. The Senior Project Manager will also help design and lead technical assistance efforts to enhance the ability of affordable housing developers/providers and state agencies (especially housing finance agencies (HFAs)) to successfully implement opportunities through the Inflation Reduction Act (IRA).

The Senior Project Manager will provide direct technical assistance to building owners and residents to support high efficiency building decarbonization. They will also develop educational resources that can support the affordable housing industry to act. This dynamic role includes providing technical expertise to promote high energy performing and healthy buildings in ways that create agency for and are done in partnership with affordable housing residents. For the D.C. pilot initiative, the Senior Project Manager will assist in recruiting building owners to participate in the project and will build and maintain relationships with them and related project partners.

Specific tasks will include:

- helping building owners to identify building upgrades that support decarbonization, energy efficiency and healthier housing;
- assisting building owners in finding and applying for public and private funding sources to pay for building upgrades;
- working with lenders, government agencies and philanthropy to streamline and coordinate project funding;
- providing project management services to support implementation of building upgrades; and
- engaging residents to ensure that their experiences are centered in decision making.

For the IRA technical assistance programs, the Senior Project Manager will develop and implement curricula to help housing agencies to understand the opportunities for retrofitting projects in their portfolio with funding from the IRA. The Senior Project Manager will also contribute to fundraising efforts that allow NHT to broaden our reach and leadership established through IRA implementation.

This position is DC-based and qualifies for a hybrid work schedule, working a minimum of two days per week at NHT's corporate office.

RESPONSIBILITIES

PROVIDING TECHNICAL ASSISTANCE

- Identify and help building owners to directly secure grants and rebates, write proposals, and collect required information to apply for funding on behalf of building owners
- Help building owners understand design recommendations to reduce energy consumption, minimize negative environmental impact, and promote healthy living
- Assist building owners in ensuring that building improvements are implemented successfully, including identifying contractors and preparing bids for soliciting contractor proposals
- Help building owners and HFAs identify and implement ways to accelerate IRA implementation to advance decarbonization in affordable housing
- Collect pre- and post-retrofit data to document energy and health performance outcomes and summarize outcomes to inform the affordable housing industry
- Develop case studies of successful decarbonization retrofits for building owners and to inform residents

RELATIONSHIP MANAGEMENT

- Conduct outreach to D.C. building owners and persuade them to undertake high energy performance and healthy housing building upgrades
- Coordinate with internal staff and external project partners to manage project deliverables, milestones, and timelines efficiently
- Coordinate with project partners to ensure strategic alignment, information sharing, data collection/tracking, and strategic planning
- Build and maintain relationships with project funders, including administrators of key D.C.-based funding programs, such as DCSEU and utility program administrators
- Manage timely and accurate communications and reports with clients as well as project funders, government officials, and others as required
- Clearly communicate project outcomes to funders and contribute to efforts to fundraise for new/related activities to be undertaken by NHT

- Coordinate internally with other NHT teams to apply full organizational capacities to the projects, especially related to resident engagement and deployment of sustainable building technologies

ADVANCE BEST PRACTICES

- Document lessons learned and best practices to educate the wider field, including by participating in national webinars, drafting blog posts, and speaking on conference panels
- Develop program design recommendations for future technical assistance efforts to be undertaken by HFAs and with affordable housing owners related to IRA implementation, based on lessons learned in grant-funded decarbonization activity
- Document and disseminate outcomes to demonstrate the benefits of retrofits that bring decarbonization to residents of affordable housing

DOES THIS SOUND LIKE YOU?

This is an extraordinary opportunity for a committed and emerging leader with at least 8 years of experience. Candidates will ideally have experience in nonprofit affordable housing. Other qualifications include:

- Affordable housing sector experience desirable
- Familiarity with multifamily real estate, finance, and/or asset management, and with private financing and federal, state, and local government funding is a plus
- Experience working with energy and water efficiency, solar technology, resilience, and healthy housing retrofits
- Demonstrated background in the sustainability/environmental field
- Experience with green building certifications is a plus (e.g. LEED, Enterprise Green Communities Plus)
- Prior experience project managing multiple projects at once
- Excellent problem-solving skills
- Ability to collaborate effectively with cross-functional teams and diverse groups of people from different backgrounds
- Detail-oriented, entrepreneurial self-starter who relishes multitasking
- Resourcefulness, with the ability to deliver results in an entrepreneurial, dynamic environment
- Strong computer aptitude skills, including knowledge of Microsoft Office Suite Programs
- Excellent interpersonal, organizational and communications skills, verbal and written
- Excellent planning and organization skills, with a high level of attention to detail
- Commitment to diversity, equity, and inclusion
- A collaborative approach and team orientation
- Commitment to NHT's mission, including a deep dedication to assisting low-income families

COMPENSATION

Salary and benefits are competitive and commensurate with experience. The minimum, median, and maximum salary range for this position is \$80,000, \$106,600, and \$133,300, respectively.

Senior Project Manager



JOIN US

[APPLY FOR THIS JOB.](#) No phone calls.

NHT is committed to providing equal employment opportunity in all our employment programs and decisions, including, but not limited to recruitment and hiring. Equal employment opportunity is provided to all employees and applicants for employment without regard to race, color, religion, creed, sex, national origin or ancestry, age, marital status, personal appearance, sexual orientation, gender identity or expression, family responsibilities, political affiliation, disability, matriculation, genetic information, covered veteran's status or any other protected characteristic under federal, state, or local law. BIPOC applicants, women, and persons with disabilities are especially encouraged to apply.

NHT requires that all employees maintain 'Up to Date' COVID-19 vaccination status, following the CDC guidelines, unless they are eligible for an accommodation due to a disability or sincerely held religious belief or practice that prevents them from receiving the vaccine.