



SENIOR PROJECT MANAGER

Preservation of Affordable Housing, Inc. (POAH)

Washington, DC (Mid-Atlantic Office)

Application Deadline: Open until filled.

Position Available: Immediately

About the Organization: Preservation of Affordable Housing (POAH) is a national nonprofit organization whose mission is to preserve and steward affordable rental housing to provide stability, hope and economic security to low- and moderate-income individuals, seniors and families. POAH owns and operates more than 10,000 affordable homes at more than 100 properties in 11 states and the District of Columbia, and is based in Boston with offices in Chicago and Washington, DC.

POAH's reach is national in scope, and its pursuit of the preservation mission is empowered by a focus on the business bottom line. Its strong reputation is the result of a demonstrated ability to craft complex financial transactions, tackle tough multi-family projects, and close deals that preserve the affordability of 'at risk' properties. The organization and its leaders are at the forefront of policy and legislative discussions around housing preservation, affordable housing finance and regulatory reform, including energy efficiency in the multifamily sector.

About the opportunity: POAH is seeking a Washington, DC based (Mid-Atlantic) Senior Project Manager to join its Real Estate Development team consisting of members with diverse interests and backgrounds. The successful candidate will report to the Vice President of Real Estate Development, Mid-Atlantic with collaboration and support from members of our Boston headquarters staff. Some responsibilities include financial analysis, management of design and construction, and transfer of the completed project to the property management function. More specifically, the successful candidate for this opportunity will be tasked with managing one or more of the components of the multi-phased redevelopment of the 32-acre Barry Farm public housing complex into a vibrant mixed-income, mixed-use community in the historic Anacostia neighborhood located in southeast Washington, DC; as well as acquisition / rehab opportunities that the office may pursue. Some of the Senior Project Manager's specific and essential tasks may include:

- Identifying potential project opportunities and determining financial feasibility of projects in consultation with other team members.
- Assembling, leading and coordinating the work of a team of professionals including architects, engineers, attorneys and contractors in the planning, zoning, design, and

permitting; and lead the collaboration of the team's effort with community stakeholders, which include public agencies, residents, community based organizations and businesses.

- Establishing and managing the project budget and project schedules to achieve projected financial objectives; analyzing and resolving budget shortfalls and project delays.
- Managing the relationships and coordinating activities necessary to close transactions with public and private financing partners.
- Assist in other special projects and assignments as they may arise from time-to-time.

Knowledge

Candidates for this position should possess at least 5-10 years of relevant experience and knowledge in some or all of the following areas:

- Housing, community and real estate development, especially affordable housing and the regulations and financing applicable to the industry; with specific knowledge and experience in the tax exempt bond and low income housing tax credit financing industry.
- Public and private financing and transaction structures; familiarity with HUD (public housing) mixed-financed transactions is a plus.
- Experience in the area of mixed-income, mixed-use development.
- Master planning, design and construction management, including new construction and rehabilitation.
- Proficient knowledge and understanding of the real estate regulatory environment including but not limited to federal housing policies, local zoning and entitlement laws, general real estate law, environmental regulations and local and national sustainability policies and regulations including the principles of LEED.

Skills

Candidates should have demonstrated ability to:

- Identify and manage a project's "critical path" in relationship to achievement of stated project milestones and apply creative solutions to unforeseen problems that arise.
- Manage and prioritize multiple assignments effectively and to perform tasks and achieve results independently and as part of a team, consistently meeting deadlines.
- Apply strong analytical and financial modeling skills.
- Be detail-oriented with a commitment to a high-quality work product.
- Lead a team with diverse interests, skill sets and backgrounds.
- Communicate effectively in person and in writing including public presentations before large and diverse audiences.
- Think independently and present viewpoints in a thoughtful and professional manner.
- Thrive in a dynamic fast-paced, multi-tasking environment.

Education and Experience Required

- Minimum of five (5) to ten (10) years of experience in affordable multifamily housing development.
- Experience closing complex mixed-finance transactions utilizing tax exempt bonds, LIHTC and other affordable housing finance tools. Experience closing HUD (public housing) mixed-finance deals is a plus.
- Bachelor's Degree in Finance, Mathematics, Engineering, Real Estate, Urban Planning, or related field. An advanced degree is desirable.
- Proficient computer skills; specifically the Microsoft Office Suite of programs – must be a proficient user of Excel.

Salaries are competitive and commensurate with experience.

To apply for this position, please go to: www.poah.org/SeniorProjectManager

POAH is an Equal Opportunity Employer.