

**SENIOR PROJECT MANAGER: AFFORDABLE HOUSING DEVELOPMENT
TELESIS CORPORATION**

Telesis seeks an experienced real estate professional with the skills, energy, and experience to manage a number of affordable housing developments that focus on rental housing, as well as homeownership, with some mix of market rate and middle-income housing and mixed use.

TELESIS CORPORATION

Founded in 1985, Telesis is an award-winning company that has developed and planned a complex mix of over \$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 and leverage other resources. It skillfully works with community leaders and residents to secure the organizational, civic, and financial support required for a neighborhood's success. Headquartered in Washington, DC, Telesis also consults on issues involving affordable housing and community and economic development. Telesis is a New Markets Tax Credit allocatee.

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

DESCRIPTION OF THE REAL ESTATE WORK

The Senior Project Manager will work on a number of large-scale redevelopment, preservation efforts and new construction work, with multiple sources of funding. Developments include affordable multifamily housing as well as mixed-use and market rate and homeownership. The Senior Project Manager will be responsible for these development projects and will also be expected to pursue new opportunities.

DEVELOPMENT RESPONSIBILITIES

The Senior Project Manager oversees and coordinate development activities including relationships with partners, funding sources, public agencies, residents, and other community members. The Senior Project Manager ensures that development and operating budgets are realistic and that projects can meet expectations. The Senior Project Manager will ensure that projects stay on track by focusing on overseeing project timelines and budget maintenance, overseeing feasibility studies such as environmental studies, engineering studies or financial feasibility studies.

Additional responsibilities include:

- Structuring and securing financing;
- Forecast and track cash flow for projects;

- Overseeing contracting and construction to ensure that quality standards and schedules are met and within budget;
- Ensuring compliance with all financing and regulatory requirements;
- Identifying and evaluating prospective developments and consulting opportunities; and
- Serving as the lead on any new business applications, funding strategies, etc...

The Senior Project Manager will work closely with the Chief Operating Officer. Travel will be required approximately 20% of the time depending on the needs of specific projects.

QUALIFICATIONS

Education: Bachelor's degree required. Graduate degree in urban planning, architecture, engineering, real estate development, construction management, business, finance, or related field is preferred, but not required.

Work Experience: At least 7 years in real estate or community development with at least 3 years in affordable residential and mixed-use development with mixed-income rental and homeownership experience.

REQUISITE SKILLS AND EXPERIENCE

The Senior Project Manager position requires a well-organized person who takes initiative, thinks strategically, favors a collaborative approach to problem solving, and has a sense of humor. S/he must be an experienced manager with strong analytical abilities, excellent writing and communication and presentation skills, and a commitment to community and neighborhood development. Well-developed interpersonal skills, including an ability to work well with a wide range of people and organizations, are also essential.

A broad-based understanding of housing and community development programs, real estate finance, and project management is needed, with strong planning skills and a full understanding of the standard software programs. The Senior Project Manager must have a strong knowledge of real estate acquisition, financing, public funding, building, management and contract management. The Senior Project Manager must have substantial experience in preparing complex spreadsheets, schedules, and presentations with a thorough knowledge of Microsoft Word, Excel, and PowerPoint.

Other important qualifications include substantial experience in the following:

- Affordable mixed-income, and mixed-use development, including new construction and substantial rehabilitation with multiple sources of funding;
- Excellent analytical and problem-solving skills; and ability to assess and manage risk factors affecting projects;
- Ability to lead teams;
- Public programs for finance and support of assisted and market rate development;

- City, state, and federal agency involvement in real estate development; and

TO APPLY

To be considered for this position, please send a cover letter, resume, and description of several recent projects as well as your compensation requirements via e-mail to telesisproject@gmail.com. This position offers a competitive salary and benefits. The Senior Project Manager will be based in our Washington, DC office. Please do not contact the Telesis office by phone or fax.