

**SENIOR PROJECT MANAGER
TELESIS CORPORATION**

Telesis seeks a Senior Project Manager who is experienced in managing and financing 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. The ideal candidate would be an energetic, skilled professional and leader who has a keen sense of the funding environment and excellent written and verbal communication skills including public speaking and making presentations.

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 and preservation efforts as well as new construction projects. Developments include affordable multifamily housing as well as mixed-use and market rate and homeownership. The candidate will also be responsible for sourcing these developments through federal, state, local and private funding sources. The Project Manager will manage all aspects of the development cycle, from acquisition and entitlement through construction completion. In addition, the person will pursue new business development and assist with other projects.

DEVELOPMENT RESPONSIBILITIES

The Senior Project Manager oversees and coordinates all aspects of planning and development activities which require both independent initiative and strong collaborative skills. They will be responsible for the management and development of relationships with partners, funding sources, public agencies, residents, community members and other stakeholders. This requires a candidate who has strong interpersonal and organizational characteristics and demonstrated flexibility and poise in dealing with a diverse range of individuals and organizations.

The Senior Project Manager is responsible for securing project funding, and will work with potential lenders, investors, and government agencies to secure loans and other financing. The Project Manager is expected to develop realistic development and operating budgets, track expenses and progress, and ensure that each project can meet major milestones.

The Senior Project Manager will also be involved more generally in planning activities within the neighborhoods where Telesis works. Such planning can include consulting for government agencies, or local community organizations or in partnership with residents.

Core responsibilities include:

- Oversee predevelopment, including surveys, appraisals, title, environmental assessment, etc.
- Assemble a strong development team and direct the work of its members – planners, architects, engineers, consultants, contractors, attorneys, and funding sources
- Manage planning, design, contracts, and construction to ensure projects conform to high standards, and are completed on time and within budget
- Assist with resident relocation and property management
- Ensuring compliance with all MWBE, Section 3, and other requirements
- Structuring and securing financing;
- Time management, budget maintenance, and overseeing of feasibility studies
- Financial modeling, forecasting and tracking 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 and will work with a team of project managers and assistant project managers in these efforts. 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 and favors a collaborative approach to problem solving. S/he must be an experienced manager with strong analytical abilities and a commitment to community and neighborhood development.

Candidate should possess strong financial and analytical abilities, excellent writing and oral communication and presentation skills, and a strong interest in community development. Well-developed interpersonal skills, including an ability to work well with a wide range of people and organizations, are also essential.

Requires a broad-based understanding of housing and community development programs, real estate finance, and project management, with strong planning skills and a full understanding of development software programs. Expertise with Microsoft Excel and PowerPoint, and substantial experience in preparing complex spreadsheets, schedules, and presentations. Candidate will be expected to travel approximately 20% of the time.

Experience should include:

- Involvement in management of new and rehab projects
- Selection and supervision of design professionals, consultants, contractors, and vendors
- Due diligence on development opportunities
- Detailed financial planning and analysis, and management of project risks, schedules and priorities
- Management of partner, investor, and lender relationships
- Experience with funding programs for subsidized and mixed-income housing and community development
- Experience with planning efforts, and presentations to the various entities and engagement with the community
- Overseeing entitlement and permitting processes with local government and utility companies

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.