



PROJECT MANAGER

Victory Housing, Inc. (“Victory”) is an award-winning, nonprofit affordable housing developer and owner/operator with communities in the District of Columbia and in Montgomery, Prince George’s, Charles, Calvert and St. Mary’s counties in Maryland. Victory Housing, Inc. is an affiliate of the Archdiocese of Washington. Our mission is to provide affordable housing and related social services to low- and moderate-income senior citizens and families.

Summary Description:

The Project Manager will have responsibility for the full range of tasks associated with each assigned real estate development project from initial concept through construction completion and lease-up. The Project Manager will report to the Senior Vice President, Real Estate Development.

The Project Manager will be a hard-working, smart, creative and conscientious team player. He/she will manage the real estate project execution, including entitlement, financing and construction of affordable housing properties, working closely with government staff, lenders, partners and consultants. The Project Manager prepares financial projections and applications, identifies and coordinates the work of the project team, including the design, construction, legal and financing specialists.

Essential Functions:

Feasibility, Entitlement, and Design

- Coordinate the work of the project team, including architect, attorney, engineering and environmental services, general contractor, etc.
- Coordinate the development process from predevelopment and acquisition, through site plan review, design and permitting.
- Prepare project pro formas to assess feasibility and present to potential funders, investors, and partners.
- Assist with financial closings, due diligence, monitoring progress and checklists, and assuring timely completion of all steps required for a successful transaction and handling related post- closing obligations.
- Prepare periodic reports for staff and board members regarding pipeline and active projects.
- Leverage financial, political and community support for projects. Work with neighborhood groups and government staff to secure regulatory approvals.

Financing & Construction

- Prepare applications for project funding, including pre-development, construction and permanent financing and submit related applications and documentation as required by lenders/funders.
- Oversee financing, from application to closing.
- Oversee and coordinate team through construction, monitor the schedule, cost and quality of work.
- Monitor compliance and tenant-related issues through lease-up and coordinate legal and accounting support as needed.
- Assist with preparation of construction draw requests as needed and submit status reports to funders as required. Prepare close-out reports for property management and asset management.

Portfolio & Operations Support

- Collaborate and provide internal consultation with other teams for occasional special projects.
- Other duties as assigned.

Knowledge, Skills & Abilities

- Experience with federal, state and local housing programs and funding sources, including the Low-Income Housing Tax Credit, bonds, FHA, GSE's, HOME and CDBG and ability to run pro formas including these sources as required for projects.
- Capacity to effectively manage the development team, including legal, finance, design and construction. Prior experience in any of these fields a plus.
- Able to successfully coordinate a multi-faceted project. Demonstrated ability to manage detailed task lists and to meet budgets and deadlines.
- Eager to learn new skills and master complex development assignments. Strong organizational skills, self-starting and self-directed work habits. Detail-oriented
- Good oral and written communication skills, including ability to make presentations to civic leaders, residents and neighbors.
- Able to walk around properties and construction sites, including climbing stairs and navigating sites with limited access. Local travel in the DC metro area required.
- Superior proficiency in computer software, including Word, Excel and Power Point.
- Responsive to direction and supervision.

Education and Experience Requirement

- Minimum of a BA/BS in real estate, planning, finance, or other related discipline. Graduate degree preferred.
- 3-7 years of real estate development experience, preferably with some experience with affordable and mixed-income housing projects.
- Demonstrated proficiency with Microsoft Word / Excel / Outlook / PowerPoint.
- Skills in preparing and analyzing financial models and working with complex Excel spreadsheets essential. Demonstrated experience preparing development budgets and financial projections.
- Knowledge of construction, property operations and other applicable fields also desirable.
- Excellent written, oral, and interpersonal communication skills.
- Demonstrated organizational, project management, and work planning skills.
- Ability to be flexible and adaptable in a fast-paced work environment. Ability to work

independently.

We offer a competitive benefits and salary package, including free parking and free gym access.

Victory Housing is an Equal Opportunity Employer committed to providing an inclusive work environment for staff, clients, volunteers and service partners. Victory Housing's employment, advancement and recruitment processes ensure diversity in terms of age, color, disability, ethnicity, gender, gender identity or expression, marital status, national origin or ancestry, race, religion, sexual orientation, genetic information, and/or military or veteran status.

Please apply online or send a resume and a cover letter via email to blackwell@victoryhousing.org outlining your interest in the position, your skills and your qualifications. Please include your salary requirements.