

Wesley Housing Development Corporation Job Description

Job Title: Associate Project Manager
Department: Real Estate Development
Reports To: Senior Vice President of Real Estate Development
Supervisory Role: No
FLSA Status: Exempt (salaried)
Location: Alexandria, VA

Company Overview

Wesley Housing is a nonprofit community housing developer whose mission is to develop, own, operate, preserve, and maintain affordable housing and sustain quality communities for low- and moderate-income families and individuals across the Washington, D.C. region. The heart and soul of Wesley Housing's mission lies in our commitment to combine affordable housing with family programs and supportive services to foster positive development and self-sufficiency for all adults, children, and families. Wesley Housing's headquarters are located in Alexandria, VA (Fairfax County). Our apartment communities are located throughout the Washington, D.C. metro region.

To apply, please visit our careers website at <https://wesleyhousing.org/about-us/careers/>. Click on *Open Positions*. Select this job title. Then click the *Apply* button to submit your application.

Job Summary

The Associate Project Manager plays a critical role in the execution of Real Estate Development (RED) goals and objectives. The Associate Project Manager will manage all aspects of the development cycle for a number of affordable housing projects, from site control and entitlement through construction completion and stabilization. The Associate Project Manager will also be responsible for new business development including feasibility analysis and proposal responses to RFPs.

Essential Functions:

- Conduct project assessments and make recommendations on project feasibility relating to financing, marketability, operational and physical viability
- Develop detailed cost analyses including sources and uses and operating pro formas as well as financing alternatives, including equity, acquisition, construction and permanent debt options for selection and approval
- Carry out other development activities including but not limited to: monitoring and coordinating development and design activities; oversight of general contractors and other consultants; managing community and tenant relations; and execution of acquisition, construction, and permanent financing
- Prepare monthly reports on project status, level of activity and projected activity related to funding goals and objectives
- Train or guide the work of other team members (peers, not direct reports) on occasion
- Maintain a working relationship with internal and external partners including real estate finance resources, mortgage bankers, lenders, government entities, mortgage and program departments at the local, state and federal level, and private real estate development industry stakeholders

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- Assist in providing staff support to the Wesley Housing Board of Directors and real estate development committees related to real estate development activities and projects under consideration
- Prepare proposals for grants, subsidies and/or economic benefits in support of Wesley Housing's real estate development activities
- Collaborate with Wesley Property Management Company to ensure appropriate operations and monitoring of projects
- Assist in the development of short and long-term objectives for projects
- Provide research about local, state and federal regulations that may impact development, rehab and new construction
- Perform other duties as assigned

Knowledge, Skills, Abilities

- Knowledge of federal, state, and local housing programs and rules and regulations
- Experience with the Low-Income Housing Tax Credits (LIHTC) program and knowledge of HUD programs is required
- Experience with non-profit organizations preferred
- Strong financial planning, organizational, oral and written communication, and negotiating skills are preferred
- Proficient with Microsoft Office Suite
- Attention to detail

Education, Certifications/ Licenses, Related Experience

- Bachelor's Degree in related field (real estate, urban planning, architecture, business or finance) preferred
- Minimum three years of experience in housing development, finance and construction

Physical Job Requirements

- This position requires the ability to remain in a stationary (standing and/or seated) position more than half the time, while viewing computer monitors
- The person in this position must be able to maneuver (lift, move, carry, slide, etc.) 15 – 40 lbs.
- This position operates machinery and/or equipment that requires the constant use of hands/fingers/wrists (ex.'s: typing, filing, etc.) more than half the time

Travel Requirements

- This position has local travel requirements of approximately 10%
- Anticipated travel will be by car

Wesley Housing has a mandatory COVID-19 vaccination policy.

All employees are required to be vaccinated against COVID-19 unless they have been approved for a medical or religious exemption.

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Wesley Housing offers a generous benefits package to full-time employees that includes a competitive salary, health insurance, disability insurance, paid time off, flexible work schedule, opportunities for training, and a retirement plan with a company match.

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