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.

Job Title: Project Manager
Reports To: Vice President of Real Estate Development
FLSA Status: Exempt (salaried)
Location: Alexandria, VA

Job Summary
The Project Manager plays a critical role in the execution of Real Estate Development (RED) goals and objectives. The 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 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
- 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

Required 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

Preferred 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 requires travel between offices and site locations 10 to 20% of the time

At Wesley Housing, Equal Employment Opportunity is our commitment and goal. Qualified candidates will receive consideration for employment without regard to race, national origin, gender, age, religion, disability, sexual orientation, veteran status, marital status, or any other protected status designated by federal, state, or local law.

To apply, please submit your cover letter and resume to WesleyRecruiting@whdc.org, with “Project Manager” in the subject line.

For more information about Wesley Housing, visit us at https://www.wesleyhousing.org/