



12200 Tech Road, Suite 250, Silver Spring, MD 20904 * Phone: 301-622-2400 * Fax: 301-622-2800

Job Title: Senior Project Manager or Project Manager (depending on experience)
Department: Real Estate and Neighborhood Development
Immediate Supervisor: Director of Real Estate and Neighborhood Development

Summary

Montgomery Housing Partnership, Inc. is an active and growing housing and community revitalization non-profit with more than 20 years of experience developing affordable housing in Montgomery County, Maryland. MHP is seeking an individual with experience in multi-family finance and development. The individual must be skilled in multi-family acquisitions, financing (modeling and applications) and management of the development process. The goal of the real estate department is to develop a minimum of 75 multi-family units per year and manage multiple projects—both renovation and new construction types.

Purpose

The Project Manager ensures the long-term viability of residential developments by managing all aspects of development, including assessing acquisition opportunities, structuring complex financing, hiring and managing consultants and overseeing projects through renovation or new construction, including managing the budgets and draws. The Project Manager is a member of the Department of Real Estate and Neighborhood Development and answers to its Director.

Description

Project Prospecting, Initiation, and Programming: Identify and research properties for potential acquisition and assist with site control. Prepare, present and negotiate bids and proposals for site control. Ensure completion of necessary due diligence to protect the owner and investors. Establish initial program and financing strategy to creatively combine multiple financing resources that ensure long term project viability while being consistent with the development's non-financial goals.

Feasibility and Project Funding: Conduct, review and refine the analysis of overall economic feasibility. Identify funding opportunities; prepare tax credit, bond and other financing applications and proposals, and all materials necessary to secure commitments.

Project Administration and Closing: Assemble and manage the development team including design and construction consultants. Negotiate contracts and coordinate construction team throughout the development process. Coordinate property acquisitions and closings with funders and attorneys. Manage permitting and approval process with municipal officials, legal counsel and architects. Coordinate community and resident communication. Negotiate consultant, lender and contractor agreements. Prepare reports required for board, internal management, funders and investors.

Senior Project Manager or Project Manager
Continued

Project Construction, Monitoring & Closing: Closely monitor the construction process and push projects to finish on time and within budget. Work with project team to resolve financial and other issues that arise during this period. Assure compliance with tax credit, bond and other agreements. Assist accountants in preparing cost certifications. Provide asset management team with financial closing summary and work with asset management team in addressing any tax-related or post closing financial concerns. Coordinate marketing and lease-up with property management to assist to ensure that occupancy and financial goals and lender restrictions are met.

Additional project management activities as required to coordinate every phase of development.

Qualifications

Requires a minimum two years of direct experience with financing and project management of affordable housing development projects. Must have the ability to identify and analyze opportunities, understand and design complex deal structures. Must understand regulatory / approval processes and property operations.

Knowledge of public and private funding programs is required. Familiarity of affordable housing sources including the Low Income Housing Tax Credit, is strongly preferred.

Demonstrated interpersonal and technical skills including

- Design and use of spreadsheet, word processing and presentation software.
- Strong writing and verbal communication skills.
- Critical thinking and negotiating skills.
- Ability to work as a leader and a member of a cross-disciplinary team

Education/experience requirements: Undergraduate degree and minimum of two years of direct experience in development or financing of affordable housing; four plus years of general real estate or non-profit real estate experience preferred. Master's degree in related field is preferred, but not essential.

How to Apply

MHP is an Equal Opportunity Employer. Submit cover letter and resume to:

Attention: Project Manager Position
Montgomery Housing Partnership, Inc.
12200 Tech Road, Suite 250
Silver Spring, MD 20904
Fax 301-622-2800

Or email to mhpartners@hotmail.com.