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PROJECT MANAGEMENT ASSOCIATE

Montgomery Housing Partnership, Inc. (MHP), a private non-profit organization in Montgomery County, Maryland, works to preserve and expand affordable housing in Montgomery County by acquiring, rehabilitating, building and managing quality affordable housing; enhancing the vitality of the neighborhoods in which affordable housing is located; and developing and implementing community life programs in these neighborhoods.

The Project Management Associate in Real Estate will be responsible for:

- Gathering and analyzing property financial data.
- Preparing proformas and other financial models.
- Conducting due diligence.
- Assisting with grant and loan applications.
- Preparing draw packages.
- Drafting internal memorandum.
- Providing assistance to project managers as needed, including researching funding options and issues that relate to new and current properties.

A successful candidate will be:

- Graduate student or recent graduate in a related field.
- Strong competence in Microsoft Excel.
- Interested in affordable housing.
- Proficient in other Microsoft Office programs.
- Able to think analytically and strategically.
- Organized, self-motivated and resourceful.
- An effective verbal and written communicator.

Interested candidates should send cover letters and resumes to: mhpartners@hotmail.com.