

## Senior Project Manager

### Purpose

The Senior Project Manager ensures the long-term viability of residential developments by managing all aspects of development including structuring complex financing, hiring and managing consultants, and overseeing projects through renovation or new construction, including managing the budgets. The Senior Project Manager will typically manage two to three projects in various stages of development and will have support from one or more Development Associates. The Senior Project Manager will report to the Director of Real Estate or the Vice President of Real Estate, and may have a direct report. The Senior Project Manager should also express interest in working in a mission-driven environment.

### Description

**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. Prepare analyses and documents for the Board of Directors and its Real Estate Committee throughout the development process to gain their approval. Develop project pro formas. Oversee the financing closing process.

**Project Administration and Closing:** Assemble and manage the development team including design and construction consultants. Negotiate contracts and coordinate the 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 meeting processes. Negotiate consultant, lender and contractor agreements. Prepare reports required for board, internal management, funders and investors.

**Project Construction, Monitoring & Close Out:** 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 regulatory requirements. Assist accountants in preparing cost certifications. Provide asset management team with financial closing summary (the "Asset Management Manual") and work with asset management team in addressing any tax-related or post-closing financial or building performance concerns. Coordinate marketing and lease-up with property management to ensure that occupancy and financial goals and affordability restrictions are met.

**New Deal Development Opportunities:** Network at industry functions and other outside activities to gain contacts for new opportunities. Assist the acquisition team, as necessary, to secure new development deals.

**Other Duties:** Update company real estate documents periodically to make sure documents are current, and to take advantage of project learnings. Responsible for administrative work required for managing a direct

report. Perform additional senior project management activities as required to coordinate every phase of development.

### **Qualifications**

Requires a minimum of four years of direct experience with real estate financing and project management. Experience with affordable housing finance is a plus. Must have the ability to identify and analyze opportunities and understand and design complex deal structures. Must understand regulatory / approval processes and property operations.

Must be skilled in multi-family acquisitions, financing (modeling and applications) and management of the development process. The goal of the position is to complete a project of a minimum of 100 multi-family units every one to two years while managing two to three other projects in other stages of development.

Knowledge of public and private funding programs, including the Low-Income Housing Tax Credits and other affordable housing sources, 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 member of cross-disciplinary team.

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

**Job Type:** Full-time, Hybrid (3 days in the office and 2 days remote)

**Compensation:** Salary will be based on relevant experience. MHP offers a competitive benefits package including medical programs, flexible spending accounts, 403(b) retirement matches, and paid time off.

**Application Process:** To apply, please submit your cover letter and resume, with salary requirements, to [hrjobs@marcumllp.com](mailto:hrjobs@marcumllp.com) and [lina.davila@marcumllp.com](mailto:lina.davila@marcumllp.com). Please include the job title "Senior Project Manager" in the subject line of your email.