

## Wesley Housing Development Corporation

**Job Title:** Project Manager  
**Department:** Real Estate Development  
**Reports To:** Vice President or above  
**Supervisory Role:** No  
**FLSA Status:** Exempt

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### Job Summary

The Project Manager plays a critical role as a significant individual contributor 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:

- Train or guide the work of other team members on occasion
- 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 proformas 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
- 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 WHDC 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 WHDC's real estate development activities
- Collaborate with WPMC property management 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.

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- 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
- Industry relevant certification/License etc. preferred

### **Physical Job Requirements**

- This position requires the ability to remain in a stationary (standing and/or seated) position more than half the time
- The person in this position may need to move about the office(s) less than half the time
- This person in this role must be able to position him/herself (ex: kneel, crawl, crouch down) less than half the time
- 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
- This position requires the ability to spend more than half the time viewing computer monitors
- This position is exposed to hazard/chemical materials outdoor weather conditions non-climate-controlled workspace(s) less than half the time
- The person in this position must be able to identify and distinguish between colors less than half the time

### **Travel Requirements**

- This position has travel requirements
- Anticipated travel will be by car, air, and/or train

**Please send cover letter and resume to [humanresources@whdc.org](mailto:humanresources@whdc.org).**