

Wesley Housing Development Corporation Job Description

Job Title: Associate Project Manager, Real Estate Development

Department: Real Estate Development

Reports To: Vice President of Real Estate Development

Supervisory Role: No

FLSA Status: Exempt (salaried)

Location: Alexandria, VA – Hybrid

Company Overview

Wesley Housing, a leading nonprofit developer in Northern Virginia and the District of Columbia, has worked to provide affordable rental housing for individuals and families for nearly 50 years. Since its founding, Wesley Housing has emerged as a premier developer of affordable housing. Wesley Housing has acquired or developed over 2,900 rental units, providing quality housing for thousands of at-risk individuals and families each year. Wesley Housing supplements housing with supportive services to build up the lives of its residents, including low- and moderate-income families, older adults, and individuals with disabilities and/or chronic disease. Wesley Housing's headquarters are located in Alexandria, VA (Fairfax County). For more information, please visit www.wesleyhousing.org and follow @WesleyHousing on social media.

To apply, please visit our careers website at <https://wesleyhousing.org/about-us/careers/>. Click on *Open Positions*. Select the position you are interested in. Then click the *Apply* button to submit your application.

Job Summary

The Associate Project Manager plays a critical and highly collaborative role in the execution of Real Estate Development (RED) goals and objectives. The Associate Project Manager supports all aspects of the development cycle for a number of affordable housing projects, from site control and entitlement through construction completion and stabilization. The Associate Project Manager also supports 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

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- 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

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 preferred
- Strong financial planning, organizational, oral and written communication, and negotiating skills are preferred
- Experience with non-profit organizations preferred
- Proficient with Microsoft Office Suite
- Able to work on several projects simultaneously, maintaining timeliness and accuracy
- Attention to detail

Education, Certifications/ Licenses, Related Experience

- Bachelor's Degree in related field (real estate, urban planning, architecture, business or finance) preferred
- 1-3 years' experience in housing development, finance and construction preferred, but not required
- Able to operate a motor vehicle. Must possess a current driver's license and personal car insurance and maintain a safe driving record.

Physical Job Requirements

- Able to remain in a stationary (standing and seated) position more than half the time
- May need to move about the office(s) less than half the time
- Able to operate a motor vehicle less than half the time
- May need to kneel, crawl, crouch down less than half the time
- Must be able to regularly maneuver (lift, move, carry, slide, etc.) up to approximately 15 pounds
- Able to operate equipment/machinery that requires the constant use of hands/fingers/wrists (ex.'s: typing, filing, etc.) more than half the time

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- Able to spend more than half the time viewing computer monitors

Travel Requirements

- This position generally has local travel requirements of 5 to 20%, depending on current projects. Anticipated travel will be by car
- The Associate Project Manager works a hybrid schedule, which generally allows for 3 remote days per week and 2 days per week at the main office or project site. The APM must be able to flex their schedule according to project needs.

Wesley Housing offers a generous benefits package to full-time employees that includes a competitive salary, health insurance, disability insurance, paid time off, flexible work schedule, opportunities for training, and a retirement plan with a company match.

Screening Questions:

How do you keep yourself organized and how do you prioritize your work? Please be specific, citing any tools used (software or hardware) and methods.

What methods do you use to check for quality, especially under a tight deadline?

How does a career in affordable housing project management match your interest and skills?