

Wesley Housing Development Corporation
Job Description

Job Title: Project Manager / Senior Project Manager, Real Estate

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 Project Manager plays a critical role in the execution of Real Estate Development (RED) goals and objectives. This position works extensively with external and internal partners to support the organization's success in providing affordable housing. The Senior 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. The Senior Project Manager will have responsibility for the full range of tasks associated with each assigned project from initial concept through lease-up and stabilization.

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

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- 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
- May supervise, guide, and evaluate the work of an Associate Project Manager
- 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

Required 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 required
- Experience with non-profit organizations preferred
- Experience in the Washington D.C. and Arlington, VA affordable housing markets preferred
- Strong financial planning, organizational, oral and written communication, and negotiating skills are preferred
- Proficient with Microsoft Office Suite
- Attention to detail

Required 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

Physical Job Requirements

- This position requires the ability to remain in a stationary (standing and/or seated) position more than half the time, while viewing computer monitors
- The person in this position must be able to regularly maneuver (lift, move, carry, slide, etc.) up to approximately 15 pounds.
- 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

Travel Requirements

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- This position has local travel requirements of approximately 10 to 20%
- Anticipated travel will be by car

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.