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JOB POSTING FOR

SENIOR PROJECT MANAGER

Strada Ventures LLC is a woman-owned real estate consulting and development company with expertise in affordable housing. Strada provides customized services to for-profit and nonprofit affordable housing developers. Strada helps its clients acquire and rehabilitate existing real estate properties, construct new affordable housing properties, and manage their assets. Strada operates primarily in NYC but also in Upstate NY, Baltimore, Kentucky, Washington, DC, and Puerto Rico.

Strada is a small, fast-growing start-up that is looking for someone to grow with the company. Strada started in 2019 with the Principal Courtney Horwitz and one client and has since grown to a company of five with over 20 clients.

The position is a unique opportunity to work collaboratively with the existing Strada staff, who are all veterans in the field, to work for some of the most prolific developers in NYC, and to grow professionally in tandem with Strada’s growth.  This role is for a candidate who is driven, organized, entrepreneurial, can lead a project, underwrite a transaction, has strong interpersonal skills, and wants to join a small, passionate, hardworking, and cohesive staff.

Some of the things that make Strada a unique place to work are:

* **Exposure to all aspects of affordable housing**, you might:
  + lead a transaction from start to finish,
  + assist a client during a critical time like at loan conversion,
  + advise on a year 15 project,
  + develop tools to track a client’s existing portfolio,
  + help a non-profit who is partnering with a for profit developer,
  + explain the benefits and risks of providing a guarantee to a non-profit board;
* **Ability to work on all types of projects**, including:
  + new construction LIHTC,
  + preservation,
  + Coops,
  + NYC and NYS funded,
  + Freddie/Fannie deals,
  + real estate tax abatement-Article XI and 421a deals,
  + Mandatory Inclusionary Housing and Voluntary Inclusionary Housing, and
  + HUD deals;
* **Flexible work from home**, in the office, out of state…wherever you are…policy;
* If working in the office, our space is a private office at a **WeWork** in Brooklyn Heights with all that WeWork has to offer:
  + beautiful views,
  + phone booths for private calls,
  + conference rooms with white boards and ping pong tables,
  + lounge areas with couches, and free coffee, tea, snacks, and kombucha.
  + one block from the subway, several bus routes, Citi Bike station in front of the office;
* **Flexible work schedule**, if needed;
* **Collegial**, supportive team environment;
* Smart, hardworking, **passionate peers**; and
* Challenging, interesting, **impactful projects**.

This person will lead projects for clients, by:

* Managing the process of gaining all required City, State, Federal approvals needed to sell, acquire, or convert loans for affordable housing;
* Leading ongoing transaction calls;
* Managing client’s third-party vendors, such as accountants, lawyers, energy consultants, engineers, environmental contractors;
* Preparing and/or update underwriting models;
* Assisting clients with financing from lenders/banks as well as government organizations;
* Working with HUD, NYC, NYS on real-estate development requirements;
* Spending time on-site with clients to execute on project needs (when it is safe to do so);
* Managing effective communication with all stakeholders; and
* Maintaining financial information in excel.

The candidate should have:

* Knowledge of NYC or other City affordable housing subsidy and loan programs;
* Knowledge of LIHTC transactions;
* Knowledge of tax incentive programs is not a requirement but an asset;
* Excellent interpersonal skills;
* Excellent written and verbal communication skills;
* Proficiency with excel; and
* Project management skills, including the ability to track and stay on top of new projects, as well as oversee and keep track of existing ones.

The position is a full time, W-2 position, with health insurance, a Simple IRA plan, and bonuses. Pay will be commensurate with experience.

Interested applicants should send a resume by e-mail to [Courtney@stradanyc.com](mailto:Courtney@stradanyc.com). For more information on Strada, please visit [www.stradanyc.com](http://www.stradanyc.com) or reach out to Courtney to set up a phone/zoom chat.