



## **ASSISTANT PROJECT MANAGER**

**New York, NY**

*Job Description*

### **The Position**

The Assistant Project Manager assists an integrated acquisition and development team for multi-family affordable housing and will report to the Senior Vice President in the New York office. The candidate must be diligent, resourceful, meticulous, analytical, a team player and be willing to travel to project regions.

### **The Organization**

Headquartered in New York City with offices in Washington, DC, and Chicago, IL, The NHP Foundation (NHPF) was launched on January 30, 1989, as a publicly supported 501(c) (3) not-for-profit Real Estate Corporation. NHPF is dedicated to preserving and creating sustainable, service-enriched multifamily housing that is both affordable to low and moderate income families and seniors, and beneficial to their communities. NHPF also provides a robust resident services program to nearly 18,000 community residents. Through partnerships with major financial institutions, the public sector, faith-based initiatives, and other not-for-profit organizations, NHPF has 57 properties, including over 10,000 units, in 16 states and the District of Columbia, and development pipeline of nearly 5,000 units totaling over \$500 million.

**Specific Responsibilities** will include (but not be limited to) assisting the team with the following tasks:

- Analyzes the financial feasibility of the project by considering projected income and expenses, costs of acquisition, construction, or rehabilitation, and potential funding sources.
- Assists in preparing for the project a development plan that includes pro forma development budgets identifying interim (acquisition and construction) and /or permanent financing requirements, construction or rehabilitation expenses, operating income and expense projections, and subsidy needs.
- Determines the project's eligibility under various financing programs and manages application checklists for the team and gathers various components in an effort to compile applications for submission.
- Procures proposals from third party vendors and arrange for their on-site visits to properties.
- Assists in securing construction and permanent financing for acquisition and development.
- Drafts internal investment memos and work to maintain corporate documents frequently



used in financing applications.

- Downloads and maintains project files to the network in an orderly manner.
- Works collaboratively with the acquisition and development team and also with the asset management, finance, and marketing department representatives for internal and external reporting purposes.
- Assists in acting as the organization's representative in administering construction contracts, construction draws and payment requisitions and change orders.
- Assists in ensuring that construction budgets and schedules are met and that costs are effectively controlled and remain consistent with estimates.

### **Qualifications**

- Bachelor's degree with at least 3 years of experience in real estate development or financing of multifamily affordable or market rate housing. Master's degree desirable.
- Preferred prior experience includes working for a developer, owner, lender, property manager, investor or public agency involved in the financing and development of affordable housing.
- Strong computer skills, proficient in the use of MS office products such as Word, Excel, and PowerPoint.
- Strong time management and organizational skills. Ability to establish priorities and coordinate work activities.
- Excellent communication and presentation skills. Must have exceptional written and verbal communication skills.
- Strong interpersonal skills and ability to develop and maintain relationships both internally and externally.
- Ability to exercise initiative, problem solving and decision-making skills.
- Passion in the field of affordable housing and for work in low-income communities.

For those that are qualified, please apply by sending your Resume and Cover Letter to [Resumes@nhpfoundation.org](mailto:Resumes@nhpfoundation.org) Please no phone calls.