

POLICIES AND PROCEDURES



SUBJECT: Senior Project Manager

Policy No: 3993

DATE: 1/28/2019

Approved by: Tom Hameline, President/CEO

[Return to Table of Contents](#)

JOB DESCRIPTION

TITLE: Senior Project Manager

GRADE: 10

REPORTS TO: Associate Vice President of Real Estate Development

POSITION SUMMARY: HELP USA was founded in 1986 and has grown to become one of the largest builders and operators of transitional and low-income permanent housing in the nation. To date, HELP USA has developed and/or operates more than 3,000 housing units across the country, which includes 34 residential projects in New York, New Jersey, Nevada, and Pennsylvania. HELP USA's Real Estate Development Department is responsible for securing and managing government funding and private financing for the agency's low income and supportive housing projects. The Senior Project Manager will support all stages of the funding / financing process, including the identification of funding opportunities, proforma development and analysis, and the preparation of funding applications. The Senior Project Manager will also attend meetings and workshops related to housing finance opportunities. He or she will assist in the implementation of a national real estate development strategy. This will include moderate and substantial rehab, new construction, mixed-use, commercial, and assembly of land for future development with the goal to achieve the long-term objectives of HELP USA's real estate development strategic plan.

DUTIES AND RESPONSIBILITIES:

- Lead feasibility studies, including market feasibility, design, construction, and financial aspects of potential projects;
- Coordinate and plan project with other funders and development team;
- Research financing opportunities; assist with proposals, renewals and reports;
- Research market areas and development opportunities;
- Work in collaboration with HELP's Operations staff to put management plans in place for future projects;
- Work in collaboration with the Associate Vice President of Program Development on responses to Request for Proposals for social service funding in relation to both permanent and transitional housing (shelter) projects;
- Work in collaboration with HELP's accounting department to track project expenses and ensure that project close out materials are correct – cost certifications, 10% tests and audits;
- Assist in the coordination during pre-development with appraisals, environmental testing, surveys, etc.;
- Assist with formatting Real Estate Development Proforma's;

Prepare funding draw requests and compliance reporting during construction;

- Oversee the gathering of due diligence for investors and lenders;
- Assist in preparing progress reports to funders and others;
- Participate in design and environmental planning meetings;
- Support the Chief Housing Officer and Associate Vice President of Real Estate Development as needed.

QUALIFICATIONS:

- Master's degree in relevant field required. 3-5 years experience in community based real estate development and/or program development;
- Ability to track and maintain project budgets and timelines; proficiency with MS Word, Excel, Power Point, etc.

- Strong interpersonal skills; ability to work as a member of a development team.
- Strong analytical and organizational skills;
- Strong critical thinking skills;
- Strong written communication skills;