

Assistant Project Manager

Introduction

Diamond and Associates, Inc. (D&A) is a consultant for nonprofit and for-profit developers of multifamily affordable housing. Its mission is to create housing for low-income people marginalized by the wider housing market. Since 1990, D&A has supported the financing, project management, completion, and occupancy of over one hundred affordable communities, comprising over \$2B in total project cost. While it has been based in Philadelphia, and now works virtually, D&A serves every type of developer, including national, systematic developers, regional faith-based non-profits, public agencies, and community-based developers. D&A's works on projects located in Pennsylvania, Delaware, Ohio, Kentucky, New York, and New Jersey. Projects assisted by D&A include new construction, rehabilitation, historic rehabilitation, mixed-use, mixed-income, scattered site, homeownership, and rental developments. D&A's colleagues are skilled in every affordable housing financing tool, including LIHTC, NMTC, Tax-Exempt Bonds, FHA/Freddie/Fannie Insured Debt, RAD, Project Based Vouchers, and the wide array of soft, subordinate debt financing. D&A is organized around a collaborative group of project managers and their teams.

Job Duties

- Supports the work of D&A Project Managers to provide comprehensive support for multiple client organizations who engage D&A to assist them in developing multifamily affordable housing.
- With the review of Project Managers, schedules meeting, prepares agenda and minutes of client meetings, conference calls, and Zoom meetings.
- Drafts project narratives for financing applications, performs related research as required by financing applications, summarizes requests for proposals, and manages digitally saving of project documents and files.
- Assists in the engagement of development team members for a project.
- Communicates with the array of design, appraisal, legal and other project team members, for the purpose of obtaining work product, project costs, and any other information needed by the Project Manager.
- Asks questions of Diamond colleagues to fill in gaps in knowledge and understanding.
- Works on developing project management skills, including tracking to-do lists and following up on every aspect of development projects managed by D&A.
- In the course of performing this work for one or more D&A Project Managers, learns how to finance and manage the development of affordable housing.

Requirements

1 to 5 years work experience in a field related to affordable housing. Strong educational credentials required, but will consider exceptional candidates with strong related work experience. Strong

analytical, language, and organizational skills, and detail oriented. Positive, mission-driven to create affordable housing. Enjoys working within internal and external teams, including non-profit, governmental, and for-profit organizations.

Salary and Benefits

Salary will depend upon skill and experience. 401k match, health insurance, generous vacation and personal day policy. Staff at D&A works remotely. D&A will pay for computer, phone, supplies, furniture, as required.

D&A is a Non-Discriminatory and Equal Employment Employer, and does not tolerate, without exception, discrimination on the basis of race, gender, creed, color, age, disability, pregnancy, marital status, parental status, military status, domestic violence victim status, national origin, political affiliation, sex, predisposing genetic characteristics, and any other status protected by the law.