



DIAMOND AND ASSOCIATES

Senior 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

- Engages and leads teams in supporting multiple clients in the planning, financing, closing, construction, and completion of multifamily affordable housing.
- Assists clients with development of project concept and plans
- Creates and revises complex development and operating pro forma packages that calculate the cost, investor and debt requirements, and public agency rules of multifamily affordable projects.
- Establishes and maintains cordial and effective relationships with clients, public agencies, public officials, debt, and equity sources.
- Teaches clients how to manage D&A's pro forma tools and manages the development teams comprised of various professional skills.
- Creates forecasts of project milestones and working capital expenses.
- Analyzes the requirements of financing sources, public and private, to complete applications and help clients compare and evaluate their relative benefits to their projects.
- Tracks changes in HFA QAP requirements and helps clients understand the impacts of those changes on a particular project.
- Presents at conferences on various aspects of affordable housing development.
- Allocates work to assistants within D&A with clarity and with a goal of improving the knowledge and skills of internal staff.

*Real Estate Development Advisors in
Affordable Housing, Community Revitalization*

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Requirements

Strong analytical skills to create and revise financial projections as projects are formed, mature, and close. Strong writing skills for originating and reviewing the narrative sections of applications. Strong capacity to form genuine and effective relationships, both (a), internally with D&A colleagues, and (b), externally with national and local clients, both for-profit and non-profit clients, leaders and employees of public agencies, public officials, and private sources of debt and equity financing. Strong organizational skills to manage and maintain multiple deadlines and timelines to accomplish project financing and closing of multiple projects within a reasonable timeframe. Orientation to detail. Capable of building and sustaining effective and cordial development teams, on a “win-win” basis. A positive, mission-driven approach to creating and sustaining affordable housing development in the U.S. 5 to 10 years’ experience performing related work which supports the development of affordable housing.

Salary and Benefits

Starting compensation is negotiable, based 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.