

CLEVELAND HOUSING NETWORK, INC.

Project Manager Multifamily Development

REPORTS TO: Director of Real Estate Development

POSITION SUMMARY

The Project Manager is responsible for completing all facets of multifamily development from project conception to the successful transfer of the project to operations. This includes site identification and acquisition, applying for and securing project funding, assembling a successful development team, closing construction and permanent financing sources, and administering the project through the construction period. The Project Manager is responsible for managing the project budget, timeline, and compliance with funding requirements. The position must facilitate positive relationships with other CHN departments and outside agencies to ensure successful project completion. This includes an efficient transfer to property management and coordination with the accounting department to procure all project funding.

RESPONSIBILITIES

- Acquisition of potential sites and properties.
- Development of project timeline and implementation of tasks to meet timeline.
- Identify and secure project financing. This includes completing housing credit applications; local, county, and state funding applications; conventional financing; HUD/FHA financing; tax exempt bond financing; foundation grant applications; and pre-development loan applications
- Assemble project development team, including identifying and procuring proposals from potential development team members. Negotiate and secure executed agreements from selected development team members.
- Manage and coordinate efforts of all development team members.
- Manage and coordinate services completed by project architect. Includes reviewing construction documents to ensure compliance with building program requirements.
- Coordinate closing of all predevelopment, construction, and permanent financing.
- Manage investor relationships and coordinate project partnership closings.
- Procure necessary project entitlements, including coordination with local municipality staff and politicians.
- Represent CHN as municipal meetings and community group meetings.
- Ensure successful construction close-out and coordinated turn-over of property to management.
- Receipt of all take-out financing, construction mortgage lien releases, and other permanent financing.
- Coordination and packaging of Carryover Allocation Agreements, and Project Close-out documentation including but not limited to Owner Cost Certification Submissions and Equity Bridge Loans.
- Completion of project summary
- Other duties as assigned

QUALIFICATIONS:

- Bachelor's degree. Masters degree in business administration, planning, architecture, urban studies, or a related field preferred.
- Three to five (3-5) years experience in affordable housing development
- Experience in closing the construction and permanent financing of at least two developments for which the person had primary responsibility during all phases of development and which involved the syndication of Low Income Housing Tax Credits, HUD funded financing programs, tax exempt bond financing, or other multilayered financing structures.
- Excellent written and oral communication skills, including demonstrated skill in making effective presentations at public forums and facilitating community group discussions.
- Strong negotiating skills and sound political acumen.
- Knowledge of real estate and tax law as it pertains to the development of low income housing
- Proven ability to work effectively with lenders, investors, public officials, and low income tenants.

- Thorough knowledge of federal, state, local, and private sources of financing for low income housing and familiarity with their respective underwriting requirements.
- Strong computer skills, including knowledge of MS Office applications the ability to develop standard internal tax credit proformas.
- Must be detail oriented and possess strong organizational skills
- Excellent customer service orientation
- Excellent problem solving abilities
- Ability to take initiative and improve efficiency of work responsibilities
- Must have valid driver's license, current automobile insurance, and access to a car. This position requires travel to all areas of Cleveland, as well as infrequent trips throughout the state of Ohio.

If you are interested and meet the outlined qualifications, you can apply for this position by emailing your resume and cover letter to sdurda@chnnet.com or via mail to Cleveland Housing Network, 2999 Payne Avenue, Human Resources, Cleveland, OH 44114

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