REPORTS TO: Director of Real Estate Development

SUMMARY OF POSITION DESCRIPTION

The Multifamily Project Manager will be responsible for undertaking multifamily real estate development projects in the Detroit Shoreway neighborhood and the Organization’s expanded service area. Projects will focus on affordable housing with an emphasis on utilizing multiple layers of financing including, but not limited to Low-Income Housing Tax Credits, State Historic Tax Credits and Housing Trust Fund loans. These responsibilities include site acquisition, assembling project financing, selection of the project team and assisting in design development.

The Project Manager is responsible for developing project budgets, adhering to strict timelines, and complying with funding requirements. The position must facilitate positive relationships with other DSCDO departments and outside agencies to ensure successful project completion.

PRINCIPAL RESPONSIBILITIES

Duties include, but are not limited to, the following:

1. Identify and assist in the acquisition of potential sites and properties.
2. Underwrite potential acquisitions to determine project and financial feasibility.
3. Research, identify and secure project financing. This includes working alongside other members of the Housing Development Staff to complete housing credit applications; local, county, and state funding applications, etc.
4. Review and become proficient with the State of Ohio Qualified Allocation Plan (QAP).
5. Work alongside the Director of Real Estate Development to assemble the project development team, including identifying and procuring proposals from potential development team members.
6. Manage and Coordinate efforts of third-party development team members.
7. Coordinate community engagement and obtain all necessary governmental approvals including zoning, design review and planning commission.
8. As requested, attend trainings and conferences to ensure that DSCDO is visible in the industry and maintains quality relationships with funding partners.
9. Manage multiple projects concurrently in various phases of development.
10. All other duties as assigned and required to meet the responsibilities of this position and to achieve the overall goals of DSCDO.

POSITION REQUIREMENTS

1. Bachelor’s degree in business, architecture and design, urban studies, or related field; Masters preferred.
2. Strong working knowledge of tax credit programs and public financing options for affordable housing developments.
3. Strong ability to work with diverse groups of stakeholders, including neighborhood residents, representatives of community-based organization, community leaders and public officials.
4. Proficiency in Microsoft Office products and web-based programs. Must be proficient in spreadsheet analysis (Microsoft Excel) and proficient in word processing (Microsoft Word).
5. Strong interpersonal and writing skills; highly organized with attention to detail; demonstrated capacity to manage multiple projects and meet deadlines.
6. Availability and willingness to work flexible schedule including evenings and weekends.
7. Local travel and some out-of-town travel required.
PHYSICAL DEMANDS

Ability to operate a computer and keyboard. Ability to operate a motor vehicle or equipment. May require reaching, standing, walking, and the ability to lift or move objects up to 20 pounds. May require vocal communication for expressing or exchanging ideas, hearing to perceive information at normal spoken word levels, visual acuity for color perception, preparing and analyzing written or computer data, determining the accuracy and thoroughness of work and observing general surroundings and activities.

WORKING CONDITIONS

Availability for extended hours during peak periods and attendance at evening and week-end meetings. Exposure to inside and outside environmental conditions. The office is located in a smoke-free facility.

This position description is not intended to be a complete list of all responsibilities, duties or skills required for the job and is subject to review and change at any time, with or without notice, in accordance with the needs of Detroit Shoreway Community Development Organization. Since no position description can detail all the duties and responsibilities that may be required from time to time in the performance of a job, duties and responsibilities that may be inherent in a job, reasonably required for its performance, or required due to the changing nature of the job shall also be considered part of the jobholder’s responsibility.

EQUAL OPPORTUNITY

Detroit Shoreway Community Development Organization is an Equal Opportunity Employer

COMPENSATION

- Annual salary $40,000 to $60,000 depending on qualifications
- Healthcare coverage and disability insurance is provided with partial employee contribution
- Employer contribution to 403 (B) retirement plan
- Paid Time Off prorated for first year, then 18 days after first year plus the week between Dec. 24th to Jan. 1st

Send Resume and Cover Letter By: 5:00 pm on Monday, August 1, 2016 to:

Jeffrey Ramsey
Executive Director
Detroit Shoreway Community Development Organization
6516 Detroit Avenue, Suite 1
Cleveland, OH  44102

jramsey@dscdo.org

NO PHONE CALLS PLEASE