



REAL ESTATE DEVELOPMENT PROJECT MANAGER

Victory Housing, Inc. (“Victory”) is an award-winning, nonprofit affordable housing and assisted living provider that serves the District of Columbia and in Montgomery, Prince George’s, Charles, and St. Mary’s counties in Maryland. Our mission is to provide affordable housing and related social services to low- and moderate-income senior citizens and families. Victory Housing, Inc. is an affiliate of the Archdiocese of Washington.

Summary Description:

The Real Estate Development Project Manager will have responsibility for the full range of tasks associated with each assigned real estate development project from the initial concept through construction completion and lease-up. The Real Estate Development Project Manager will report to the Senior Vice President, Real Estate Development.

The Real Estate Development Project Manager will be a hard-working, smart, creative and conscientious team player. They will manage the real estate project execution, including entitlement, financing and construction of affordable housing properties, working closely with government staff, lenders, partners and consultants. The Real Estate Development Project Manager prepares financial projections and applications, identifies and coordinates the work of the project team, including the design, construction, legal and financing specialists.

Essential Functions:

Feasibility, Entitlement, and Design

- Coordinate the work of the project team, including but not limited to the architect, attorneys, engineering and environmental services, and general contractor.
- Coordinate the development process from predevelopment and acquisition, through site plan review, zoning, design and permitting.
- Prepare project budgets and pro formas to assess feasibility and present to potential funders, investors, and partners.
- Coordinate financial closings, due diligence, monitoring progress and checklists, and assuring timely completion of all steps required for a successful transaction and handling related post- closing obligations.
- Prepare periodic reports for Senior Vice President, staff, and board members regarding pipeline and active projects.
- Leverage financial, political and community support for projects. Work with neighborhood groups and government staff to secure regulatory approvals.

Financing & Construction

- Prepare applications for project funding, including pre-development, construction and permanent financing and submit related applications and documentation as required by lenders/funders.
- Oversee financing, from application to closing.
- Oversee and coordinate team through construction, monitor the schedule, cost and quality of work.
- Monitor compliance and tenant-related issues through lease-up and coordinate legal and accounting support as needed.
- Prepare construction draw requests as needed and submit status reports to funders as required. Prepare close-out reports for property management and asset management.

Knowledge, Skills & Abilities

- Experience with federal, state and local housing programs and funding sources, including the Low-Income Housing Tax Credit, bonds, FHA, GSE's, and HOME and ability to run budgets and pro formas including these sources as required for projects.
- Capacity to effectively manage the development team, including legal, finance, design and construction. Prior experience in any of these fields a plus.
- Able to successfully coordinate a multi-faceted project. Demonstrated ability to manage detailed task lists and to meet budgets and deadlines.
- Eager to learn new skills and master complex development assignments in a collaborative environment. Strong organizational skills, self-starting and self-directed work habits. Detail-oriented.
- Good oral and written communication skills, including ability to make presentations to civic leaders, residents and neighbors.
- Able to walk around properties and construction sites, including climbing stairs and navigating sites with limited access. Local travel in the DC metro area required.
- Superior proficiency in computer software, including Word, Excel and Power Point.

Education and Experience Requirement

- Minimum of a BA/BS in real estate, planning, finance, or other related discipline. Graduate degree preferred.
- At least 5 years of real estate development experience, preferably with some experience with affordable and mixed-income housing projects.
- Experience with the Low-Income Housing Tax Credit program
- Skills in preparing and analyzing financial models and working with complex Excel spreadsheets essential. Demonstrated experience preparing development budgets and financial projections.
- Knowledge of construction, architecture, sustainability and resiliency, property operations and other applicable fields are also desirable.
- Excellent written, oral, and interpersonal communication skills.
- Demonstrated organizational, project management, and work planning skills.
- Ability to be flexible and adaptable in a fast-paced work environment.
- Ability to work independently.

We offer a competitive benefits and salary package, including free parking.

Victory Housing is an Equal Opportunity Employer committed to providing an inclusive work environment for staff, clients, volunteers and service partners. Victory Housing's employment, advancement and recruitment processes ensure diversity in terms of age, color, disability, ethnicity, gender, gender identity or expression, marital status, national origin or ancestry, race, religion, sexual orientation, genetic information, and/or military or veteran status.

The salary range for this position is \$95,000 to \$120,000, annualized depending on experience.

To apply, the position is [posted](#) here.