

Montgomery Housing Partnership (MHP) is seeking a qualified **REAL ESTATE PROJECT MANAGER OR SENIOR PROJECT MANAGER** to join our growing team, managing an active pipeline of real estate deals throughout the DMV (DC/Maryland/Virginia) region. MHP is hiring one position and will determine the appropriate level based on qualifications and experience.

Who we are: At MHP, we are dedicated to making home possible. Since 1989, MHP has been preserving and expanding access to quality affordable housing. MHP is a private nonprofit that provides more than 3,200 homes in Montgomery County, MD, and surrounding communities. We accomplish our mission by housing people, empowering families, and strengthening neighborhoods. Learn more at www.mhppartners.org

The **Real Estate Project Manager/Senior Project Manager** (RE PM/SPM) ensures the long-term viability of residential developments by managing all aspects of development including structuring complex financing, hiring and managing consultants, and overseeing projects through renovation or new construction, including managing the budgets. The RE PM/SPM will typically manage two to three projects in various stages of development. The RE PM/SPM will report to the Director of Real Estate, and is expected to mentor and guide more junior project managers and contribute to the overall team capacity-building. The RE PM/SPM should also express interest in working in a mission-driven environment.

Description:

Feasibility and Project Funding: Conduct, review and refine the analysis of overall economic feasibility. Identify funding opportunities; prepare tax credit, bond and other financing applications and proposals, and all materials necessary to secure loan commitments. Prepare analyses and documents for the Board of Directors and its Real Estate Committee throughout the development process to gain their approval on financing proposals with review and approval from senior staff. Develop project pro formas. Oversee the financing closing process.

Project Administration and Closing: Assemble and manage the development team including design and construction consultants. Negotiate contracts and coordinate the team throughout the development process. Coordinate property acquisitions and closings with funders and attorneys. Manage permitting and approval process with municipal officials, legal counsel and architects. Coordinate community and resident meeting processes. Negotiate consultant, lender and contractor agreements. Prepare reports required for board, internal management, funders and investors. Perform all tasks under established guidelines and direction.

Project Construction, Monitoring & Close Out: Closely monitor the construction process and push projects to finish on time and within budget. Work with project team to resolve financial and other issues that arise during this period. Assure compliance with tax credit, bond and other regulatory requirements. Assist accountants in preparing cost certifications. Provide asset management team with financial closing summary (the "Asset Management Manual") and work with asset management team in addressing any tax-related or post-closing financial or building performance concerns. Coordinate marketing and lease-up with property management to ensure that occupancy and financial goals and

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affordability restrictions are met.

New Deal Development Opportunities: Network at industry functions and other outside activities to gain contacts for new opportunities. Assist the acquisition team, as necessary, to secure new development deals.

Other Duties: Update company real estate documents periodically to make sure documents are current, and to take advantage of project learnings. Perform additional project management activities as required to coordinate every phase of development.

Level Distinctions:

Project Manager: Works under close supervision of the Director of Real Estate with structured guidance and review.

Senior Project Manager: Operates independently, manages highly complex projects, mentors junior staff, and represents MHP externally.

Qualifications:

- Project Manager: Bachelor's degree and minimum 2 years of real estate development experience.
- Senior Project Manager: Bachelor's degree and minimum 5 years of real estate development experience, including independent project management at each stage of development and affordable housing finance.
- Both levels:
 - Must identify and analyze potential projects and understand and design complex deal structures.
 - Must understand and be able to pursue regulatory /approval and entitlement processes.
 - Must be skilled in multi-family acquisitions, financing (modeling and applications), and development process management. The goal of the position is to complete a project every one to two years while managing two to three other projects in other stages of development.
 - Must know about public and private funding programs, including the Low-Income Housing Tax Credits and other affordable housing sources.
 - Demonstrated ability to independently manage highly complex projects, exercise advanced professional judgment, and mentor less experienced staff while contributing to organizational strategy.
 - Must demonstrate interpersonal and technical skills to include:
 - Design and use spreadsheets, word processing, presentation, and other software.
 - Strong writing and verbal communication skills.
 - Critical thinking and negotiating skills.
 - Ability to work as a collaborative leader as a member of Real Estate team and the cross-departmental team.
 - Willing, can-do attitude, and ability to work independently and with a team in a dynamic environment.

Job Type: Full-time; Telework-eligible (3 days/week in-office, 2 days telework)

Compensation: Salary will be commensurate with experience and qualifications demonstrated. Project Manager annual salary range is \$100,000 - \$136,000. Senior Project Manager annual salary range is \$136,000-\$168,000.

MHP offers a competitive benefits package including healthcare programs, flexible spending accounts, 403(b) retirement match, and paid time off.

Application Process: To apply, please submit your resume, and cover letter with salary requirements, to: mhprecruitment@mhpartners.org. Please include the job title "**REAL ESTATE PROJECT MANAGER**" or "**REAL ESTATE SENIOR PROJECT MANAGER**" in the subject line of your email depending on your level of experience. Application review will begin May 18.