



### **Development Project Manager – Philadelphia PA**

MISSION FIRST HOUSING GROUP develops and manages affordable, safe and sustainable homes for people in need, with a focus on the vulnerable. We ensure our residents have access to resources to help them live independently. We deliver housing that provides long-term benefits to residents and neighborhoods, alike.

Mission First believes that each employee makes a significant contribution to our success and the contribution should not be limited by the assigned responsibilities. Therefore, this position description is designed to outline primary duties, qualifications and job scope, but not limit the incumbent nor the organization to just the work identified. It is our expectation that each employee will offer his/her services wherever and whenever necessary to ensure the success of our endeavors.

Mission First is seeking a full time Development Project Manager. The Development Project Manager will be a creative and conscientious team player with the ability to multi-task. He/she will manage real estate project execution, including predevelopment, financing and construction of affordable housing properties, working closely with public and private lenders, partners and consultants. The Development Project Manager prepares feasibility analyses, financial projections and applications, identifies and coordinates the work of the project team, including design, construction, legal and financing components, oversees project construction and turnover, and interfaces and assists property management as needed during operations.

#### **Essential Functions**

##### **Project Feasibility and Predevelopment**

- Coordinate affordable housing predevelopment process from feasibility through design and permitting.
- Complete financial and feasibility analyses for proposed development scenarios.
- Secure financial, political and community support for projects. Work with neighborhood groups and public partners to secure regulatory approvals.
- Engage and coordinate the work of the project team, including architect, civil engineer, attorney, environmental consultants, general contractor, etc.
- Prepare periodic reports for board members regarding pipeline and active projects.

##### **Financing & Construction**

- Respond to RFPs, prepare applications for project funding, including pre-development, construction and permanent financing, and submit related applications and documentation as required by public and private lenders.
- Oversee financing, from application to closing, including due diligence checklists and document coordination.
- Oversee and coordinate team through construction, monitor the schedule, cost and quality of work.
- Problem solve throughout the development process to achieve project completion on schedule and within budget.
- Assist with preparation of construction draw requests as needed and submit status reports to funders as required. Prepare closeout reports for property management and asset management.
- Monitor and assist property management through lease-up and transition to occupancy phase.

#### **Knowledge, Skills & Abilities**

- Self-motivated team player who can interact productively and positively with other members, but also able to work independently.
- Eager to learn new skills and master complex development assignments. Strong organizational skills, self-starting and self-directed work habits. Detail-oriented.
- Able to successfully coordinate a multi-faceted project. Demonstrated ability to manage detailed task lists and to meet budgets and deadlines.
- Highly proficient in computer software, including Outlook 365, Word, Excel and Power Point.
- Capacity to effectively manage the development team, including legal, finance, design and construction. Prior experience in any of these fields a plus.
- Experience with federal, state and local housing programs and funding sources, including the low-income housing tax credit and tax exempt bond financing.
- Good oral and written communication skills, including ability to make presentations to residents and neighborhood associations.

#### **Education and Experience Requirement**

- Minimum 4 years of affordable housing development experience. Skills in preparing and analyzing financial models and working with complex Excel spreadsheets essential.
- Bachelor's degree, with preference for a degree in finance, business, law planning or related field.

#### **Benefits**

- Medical insurance
- Dental insurance (Company Paid)
- 403B (Company Paid)
- Life Insurance, Short and Long term disability (Company Paid)

To apply, please forward resume to [Cavery@missionfirsthousing.org](mailto:Cavery@missionfirsthousing.org)

Mission First Housing Group – EOE M/F/D/V/SO

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