

# PART-TIME REAL ESTATE DEVELOPMENT PROJECT MANAGER

## JOB DESCRIPTION

### About NHA

The Norwalk Housing Authority (NHA) provides affordable housing to over 2,000 families in the City of Norwalk, CT. The NHA manages 18 properties including approximately 850 units of multi-family and senior housing. Additionally, the NHA supports over 1,000 families through Section 8 and other voucher programs utilized in the private rental market. The NHA also runs anti-poverty programs including three full-time self-sufficiency case managers, a scholarship foundation, and five (5) State of the Art Learning Centers for educational after-school and summer programs for residents.

### GENERAL RESPONSIBILITIES

Development Project Manager is responsible for leading and coordinating efforts between staff and consultants working to redevelop existing developments and expand affordable housing in Norwalk. The scope of work includes the financing, approvals and design of infrastructure for mixed income and affordable housing developments and mixed-use community development projects. Project Managers must provide high quality development management, managing financial objectives of the project, and meeting project objectives. In addition, project managers are accountable for developing and fostering effective relationships internally and externally including all third parties (e.g., consultants, public funders and private lenders/equity providers, community organizations, architects, construction managers, government liaisons, etc.)

### REAL ESTATE PROJECT MANAGEMENT

Responsible for managing the predevelopment activities and project financing tasks of development project including affordable housing tax credit projects and other multifamily and mixed-use development projects

- Structure and close complex mixed-finance deals with multiple lenders including managing due diligence process
- Negotiate and draft letters of intent (LOI) for purchase with sellers
- Apply significant knowledge of HUD and LIHTC programs and regulations and industry standards to proposals, applications, and closings including legal and project document review, and day-to-day decisions
- Manage design process to ensure compliance/waiver/approval by City, State and Federal approval, financing sustainability, and design standards
- Manage construction bidding/pricing process for inclusion in the final project budget required for all closings
- Work with legal counsel to review legal documents for structuring, risk management, and tax issues
- Develop feasible program and structure financing to ensure projects are approved, sustainable, underwritable in the current LIHTC and lending environment, and can be financed without conflicts by and with all sources

## **PART-TIME REAL ESTATE DEVELOPMENT PROJECT MANAGER**

- Work with Executive Director to facilitate community and public agency support and approvals of master plan changes as will be required to adjust to the market, including zoning, permitting, and financing requirements
- Analyze funding and development legislation, regulations, policies, and market, environments to determine applicability to projects and compatibility with other programs

### **BUSINESS DEVELOPMENT**

Responsible for successful coordination, completion and submittal of all Requests for Proposals.

Prepare request for proposals including, but not limited to:

- Coordinate with all team members and review submission for accuracy and completeness
- Prepare RFP template
- Write, edit and revise all documents as needed
- Deliver to appropriate agency

Attend business development meetings as required.

### **PROJECT DEVELOPMENT**

Assist and coordinate with consultants including, but not limited to:

- Preparation of Project Schedule
- Preparation of Project Proforma
- Preparation of Project Description
- Preparation of Market Analysis
- Preparation of Construction Budgets

Manage and provide research and documentation in the delivery of project development plans.

Perform site visits.

Perform development feasibility studies, including taking photographs, creating written project documents, producing proformas and analyzing sites for potential development opportunities.

Review all of Principal's work for accuracy and completeness.

### **REAL ESTATE ADVISORY SERVICES**

Prepare research, client work product, project plans, project guidelines, community benefit plans, project-based analyses in excel or word formats.

Responsible for analyzing and synthesizing data related to project studies.

## **PART-TIME REAL ESTATE DEVELOPMENT PROJECT MANAGER**

Responsible for successful coordination, completion and submission of financing applications.

Review all of Principal's work for accuracy and completeness.

### **PROJECT IMPLEMENTATION**

Deliver project, development and construction management services to the Company's clients, this includes but is not limited to:

- Attending project meetings
- Delivering Client work product
- Obtaining Building Permits and other entitlements
- Performing building walk-throughs
- Preparation of project underwriting binders
- Perform design management
- Provide construction management oversight during construction process
- Assist in the project-based accounting process – including preparing project draws

Review all of Principal's work for accuracy and completeness.

### **Education & Experience**

- Bachelor's Degree in Business or Finance Preferred
- Requires a minimum of 5 years' experience with affordable housing development projects and other multifamily and mixed use development projects and skills in the following:
  - Running project financial models
  - Knowledgeable in all facets of the development process, including permitting, contractor selection and construction implementation, establishing project budgets, and financial analysis
  - Proven track record securing and closing financing for affordable housing and public infrastructure development in the role of owner/developer
  - Familiar with tax credit regulations
  - Experience working with Board of Commissioners and presenting to the Public and Board of Commissioners

### **Salary**

Commensurate with experience

### **How to apply**

please submit a resume and cover letter to Nicole Ruffin at [nruffi@norwalkha.org](mailto:nruffi@norwalkha.org).