Project Manager

Job Description:

The Project Manager position will report directly to Senior Management and the Head of New Construction while working in collaboration with Lemor staff and third-party consultants in managing the day-to-day responsibilities associated with a range of projects from pre-development through construction and permanent financing conversion.

Primary Responsibilities:

Monitor and track all components of the development process, including:

- Site acquisition and control
- Financial modeling
- Design approval
- Financing applications to local, state and federal funding agencies
- Meetings with public agencies and elected officials
- Due diligence submissions to government agencies, lenders and investors in advance of closings
- Assist with devising, implementing, review and approval of annual property budgets, proformas and other underwriting tools
- Oversight of financial analytics, tracking and reporting to internal and external stakeholders
- Analyze monthly, quarterly and year-end financial statements
- Meetings and conference calls, correspondence with all parties involved with transactions, meeting minutes when necessary

Additional Responsibilities:

- Coordinate responses to Request for Proposals (RFPs) and Request for Qualifications (RFQs)
- Analyze potential projects
- Prepare project presentations and project summaries
- Special projects as assigned

Required Qualifications:

- Bachelor’s degree
- Demonstrated interest in affordable housing and community development
- Interest in working at a mission-driven organization
- Proficiency at Microsoft Outlook, Word, and Excel
- Strong organizational, analytical, communication, and writing skills; detail-oriented
- Ability to work in a fast-paced environment and complete multiple tasks with simultaneous deadlines
- Highly organized, detail-oriented and self-motivated, and able to work independently and with a team
Preferred Qualifications:

- Master’s degree in planning, public administration, business, architecture, real estate, or a related field
- 3-5 years’ experience in affordable housing; New York City experience preferred
- Experience in low-income housing tax credits (9% and 4%) and Year 15 transactions
- Experience with financial modeling, including advanced excel skills
- Familiarity with design process, construction, building systems, and general property management

Lemor Development Group is an equal employment opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status or any other characteristic protected by law.

Please send resume and cover letter to Harrison Rayford, Principal harrison@lemordev.com.