

Job Description

Division/Department	Project Development/Asset Management		
Location	1050 South Jefferson Davis Parkway, Suite 301 New Orleans, LA 70125		
Job Title	Assistant Project Manager		
Reports to	Michael Bauer	Title	VP of Project Development & Asset Management
FUNCTION:			
<ul style="list-style-type: none"> ➤ The Assistant Project Manager provides the necessary support and is responsible for managing housing development projects and other similar development activities as assigned. ➤ The Assistant Project Manager reports to the Senior Project Manager and VP of Project Development & Asset Management 			
KNOW/HOW:			
<ul style="list-style-type: none"> ➤ Knowledge of residential real estate development and financing, legal documents and proceedings; marketing, sales and leasing ➤ Knowledge of project planning and implementation ➤ Knowledge of low income housing tax credit and other low income housing financing, research and planning principles, problem solving, and negotiating ➤ Ability to communicate effectively with different stakeholders—lenders, property management companies, city/governmental officials, community and residents ➤ Ability to identify and capitalize on opportunities that benefits the agency and our clients 			
MINIMUM QUALIFICATION:			
<ul style="list-style-type: none"> ➤ Bachelor's Degree supplemented by a minimum of two to five years experience in finance, general business, urban planning project management and real estate, affordable housing, demonstrating ability to manage all phases of real estate development ➤ Detail-oriented and able to multi-task different real estate development projects at different stages ➤ Strong analytical, interpersonal and communication skills ➤ Ability to work independently as well as with a team ➤ Proficiency with Microsoft Office Suite; mapping software desirable 			
PRINCIPLE ACTIVITIES:			

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	<ul style="list-style-type: none"> ➤ Assist in the preparing, updating, and managing project development financial projections, including budgets, costs-to-date and operating pro formas ➤ Assist in preparing funding applications for low-income housing tax credits, HOME/CDBG, pre-development, construction, or permanent financing ➤ Assist in managing the development team including: architects, engineers, general contractors, attorneys, environmental consultants, green building consultants, construction inspection and testing consultants, and others ➤ Assist in researching regulatory requirements, industry trends and developments, adjust policies and activities as appropriate ➤ Assist in coordinating the due diligence process during acquisitions and tax-credit closings ➤ Assist in coordinating with funding agencies during all phases of project development ➤ Assist with securing all project entitlements, permitting, and approvals for funding and construction ➤ Assist in construction closing, punch walks with funding agencies, housing inspections and property management inspections ➤ Assist Asset and Property Management team with lease-up process through stabilized occupancy, while ensuring timely development and construction close-out ➤ Perform other duties as assigned 		