



Arlington Partnership
For Affordable Housing

REAL ESTATE PROJECT MANAGER

APAH is an award-winning, non-profit affordable housing developer. We are based in Arlington—a world-class community with a strong commitment to diversity and livability—and work throughout the Washington metropolitan area. APAH's mission is to develop, preserve and own quality, affordable places to live; to promote stability and opportunity for our residents; and to advocate with the people and communities we serve.

Summary Description:

The Project Manager will be a hard-working, smart, creative and conscientious team player. He/she will manage the real estate project execution, including entitlement, financing and construction of affordable housing properties within Arlington, working closely with public agency staff, lenders, partners and consultants. The Project Manager prepares financial projections and applications, identifies and coordinates the work of the project team, including the design, construction, legal and financing specialists. The Project Manager will oversee two to three projects at any time.

Essential Functions:

Feasibility, Entitlement, and Design (47.5%)

- Coordinate the work of the project team, including architect, attorney, engineering and environmental services, general contractor, etc.
- Coordinate the development process from predevelopment and acquisition, through site plan review, design and permitting.
- Prepare budgets to assess feasibility and present to potential funders and partners.
- Assist with financial closings, due diligence, monitoring progress and checklists, and assuring timely completion of all steps required for a successful transaction and handling related post-closing obligations.
- Prepare periodic reports for staff and board members regarding pipeline and active projects.
- Leverage financial, political and community support for projects. Work with neighborhood groups and County staff to secure regulatory approvals and easements.

Financing & Construction (47.5%)

- Prepare applications for project funding, including pre-development, construction and permanent financing and submit related applications and documentation as required by lenders/funders.
- Oversee financing, from application to closing.
- Oversee and coordinate team through construction, monitor the schedule, cost and quality of work. Ensure construction remains on schedule and on budget.
- Monitor compliance and tenant-related issues through lease-up and coordinate legal and accounting support as needed.

- Assist with preparation of construction draw requests as needed and submit status reports to funders as required. Prepare close-out reports for property management and asset management.

Portfolio & Operations Support (5%)

- Provide internal consultation for select non-development activities within APAH.
- Other duties as assigned.

Knowledge, Skills & Abilities

- Able to successfully manage multi-faceted projects. Demonstrated superior ability in project management, including coordinating teams, managing schedules, tasks and construction.
- Superior proficiency in computer software, including Word, Excel and Power Point.
- Capacity to effectively manage the development team, including legal, finance, design and construction. Prior experience in construction and design are especially valuable.
- Team player that can interact productively and positively with other members of the APAH staff.
- Responsive to direction and supervision. Good sense of humor essential.
- Eager to learn new skills and master complex development assignments. Strong organizational skills, self-starting and self-directed work habits. Detail-oriented.
- Prefer experience with federal, state and local housing programs and funding sources, including the low-income housing tax credit, HOME and CDBG.
- Good oral and written communication skills, including ability to make presentations to civic leaders, residents and neighbors.

Supervisory Responsibilities

- Manage a variety of project consultants, including legal, financial and construction/design.

Education and Experience Requirement

- Minimum 3-7 years of real estate project management experience, preferably with affordable housing. Track record in developing successful real estate projects on budget and on schedule.
- Skills in preparing and analyzing financial models and working with complex Excel spreadsheets essential.
- Degree in construction management, architecture, planning, finance, business, law or related field. Construction oversight experience strongly preferred.

Physical Demands

- Primarily required to sit; use hands to finger, handle or feel objects, tools or controls; and talk or hear.
- Occasionally lift and/or move up to fifty (50) pounds.
- Able to walk around properties and construction sites, including climbing stairs and navigating sites with limited access.

Expected Hours of Work

This is a full-time, exempt position. Typical work days are Monday through Friday, with a total of 40 hours worked a week between the hours of 8 a.m. and 6:30 p.m. However, there may

often be times when longer works hours are required. Occasional evening or weekend hours for community/board meetings related to projects and/or special events; additional work hours as required for settlements, preparation of funding requests, other submissions and applications with tight deadlines; attend training conferences or workshops as requested (including some possible overnight travel and stays).

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Equal Employment Opportunity

APAH offers equal employment opportunities (EEO) to employees and applicants for employment and prohibits unlawful discrimination and unlawful harassment on the basis of race, color, religion, national origin, gender, age, disability, gender identity or expression, veteran status, marital status, sexual orientation or any other protected classes or categories as defined by federal, state or local laws. This policy applies to all terms and conditions of employment including, but not limited to recruitment, selection, promotion, termination, layoff, recall, transfer, leave of absence, training program participation, compensation and all other terms, conditions and privileges of employment.

How to Apply

Please submit your resume and a thoughtful cover letter to resumes@apah.org.