



Arlington Partnership  
For Affordable Housing

## **REAL ESTATE PROJECT MANAGER**

**Reports to:** Director of Real Estate Development

**Status:** Full-time, Exempt

### **About APAH**

APAH is a non-profit affordable housing developer that works throughout the DC region. 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. APAH is a mission driven, community minded and resident focused organization guided by six core values: compassion, integrity, collaboration, innovation, excellence, and impact. APAH owns 18 communities and has developed over 2000 apartments, with an additional 700+ apartments under construction or in development throughout the DC metro area.

### **About the position**

The Project Manager will manage all aspects of the development cycle for affordable multi-family projects (rehab and new construction), from design and development through construction completion and lease up. They will work closely with other members of the APAH team, the design team, general contractors, public agency staff, lenders, partners and consultants. Our ideal candidate is a hardworking and conscientious team player who is committed to APAH's mission and values.

### **Job Responsibilities**

#### **Feasibility, Entitlement and Design (50%)**

- Manage the development process from predevelopment and acquisition, through site plan review, design and permitting.
- Coordinate the work of the project team, including architect, attorney, engineers and environmental services, general contractor, etc.
- Facilitate detailed program requirement meetings and design document reviews to ensure compliance with APAH standards.
- Prepare financial models and budgets to assess feasibility and present to potential funders and partners.
- Leverage financial, political and community support for projects. Work with neighborhood groups and County staff to secure regulatory approvals and easements.
- Prepare periodic reports for key stakeholders

#### **Financing and Project Management (50%)**

- Prepare applications for project funding, including pre-development, construction and permanent financing and submit related applications and documentation as required by lenders/funders.
- Support financial closings, including debt and equity terms and assuring timely completion of all steps required for a successful transaction

- Oversee and coordinate team through construction, and monitor the schedule, cost and quality of work. Ensure construction remains on schedule and on budget.
- Monitor compliance and tenant-related issues including retail tenants through lease-up and coordinate with property management as needed.
- Manage final punch lists and construction close out as well as betterment contracts.
- Work with the construction management firm and project manager to review potential change orders or other construction related cost impact.
- Prepare close-out reports for property management and asset management.

### **Qualifications**

- 3-5 years of real estate project management experience, preferably with affordable housing multi-family. Track record in developing successful real estate projects on budget and on schedule
- Bachelor's degree in real estate, construction management, architecture, finance, business, law, or related field preferred
- Experience with federal, state, and local housing programs and funding sources, including Low-Income Housing Tax Credits, HOME and CDBG, a plus
- Strong financial analysis skills
- Demonstrated knowledge and comfort with design and construction a plus
- Independent problem solver able to negotiate positive outcomes among multiple stakeholders
- Good oral and written communication skills, including ability to make presentations to civic leaders, residents, and neighbors
- Eager to learn new skills and master complex development assignments. Strong organizational skills, self-starting, and self-directed work habits. Detail-oriented. Able to work across multiple projects simultaneously
- Responsive to direction and supervision. Good sense of humor essential
- Team player that can interact productively and positively with other members of the APAH staff

### **Salary and Benefits**

Commensurate with experience. APAH has a competitive benefits package that includes medical, dental and vision insurance, long and short-term disability insurance, life insurance, 401k and paid leave. Our corporate office in Ballston features free parking.

### **Equal Opportunity Employment**

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 cover letter to [resumes@apah.org](mailto:resumes@apah.org).