



PROJECT MANAGER
Preservation of Affordable Housing, Inc. (POAH)
Boston, MA
Position available: immediately
Application deadline: December 16, 2009

About POAH: Preservation of Affordable Housing, Inc. (POAH) is a national non-profit dedicated to rescuing America's most "at risk" rental housing. POAH's mission is to acquire, renovate and preserve affordable housing resources within a financial framework which assures the sustainability of the portfolio and the organization for the long-term. POAH also seeks to create communities which support residents in their efforts to build resilience and self-determination.

POAH is known nationally for its ability to structure innovative financing and close complex preservation deals which ensure ongoing housing affordability for the elderly and disabled, working families and others priced out of the housing market. POAH leverages its reputation for excellence to shape federal and state housing policy, helping to make existing programs more effective in addressing the nation's housing preservation challenge.

About the opportunity: POAH is seeking a Project Manager to join its Development group. Project Managers oversee one or more developments simultaneously, participating in project 'life' from acquisition prospecting to completion of construction and lease-up, including financial structuring and deal making, design and construction, and transfer of the completed project to the property management function. Some of the Project Manager's specific and essential tasks may include:

- Identifying project opportunities and defining project scope.
- Determining financial feasibility in consultation with other team members.
- Assembling a team of professionals including selection of the architect, engineer, appraiser, lawyer, contractor, etc. and coordinating their work with other team members.
- Negotiating business terms with the contractor, lender and investor project partners.
- Closing the various financing sources to acquire and recapitalize the transaction.
- Establishing and managing the project budget to achieve projected financial objectives, tracking costs, analyzing and resolving budget shortfalls.
- Identifying and analyzing opportunities for policy recommendations that would benefit the core business practices of the company and the industry.
- Monitoring design and construction in the context of local building codes, energy efficiency, resident needs and desires, long-term aesthetic appeal and functional durability, and the principles of sound property management.

In the course of successfully completing these varied and challenging responsibilities, the project manager must be and has the opportunity to be creative, nimble, innovative, collaborative, confident and able.

Knowledge

Candidates for this position should possess at least 3-5 years of relevant experience and knowledge in some or all of the following areas:

- Housing and community development, especially affordable housing and the regulations and financing applicable to the industry;
- Project management;
- Financial modeling;
- Structuring, negotiating and bringing deals to closure;
- Public and private financing and transaction structuring;
- Design and construction management, preferably multi-family construction and rehab;
- Establishing, monitoring, and achieving projected development budgets;
- Regulatory issues related to real estate development work;
- Conceiving of projects and promoting them to diverse audiences, including community-based and resident organizations.

Skills

Candidates should have demonstrated ability to:

- Perform spreadsheet and other financial analyses,
- Lead and work within a team with diverse interests and backgrounds;
- Communicate effectively in person and in writing;
- Make convincing public presentations using Powerpoint and other tools;
- Manage simultaneous and competing activities and demands, and
- Remain organized and meet deadlines.

Salaries are competitive and commensurate with experience.

Interested individuals should send a resume with letter of application to jobs@poah.org by Wednesday, December 16th.

POAH is an Equal Opportunity Employer. Persons of color are encouraged to apply.