



Position Overview:

The **Assistant Project Manager - Real Estate** will work closely with and under the supervision of the Vice Presidents of Real Estate Development on Phipps' large pipeline of affordable housing developments.

Duties and Responsibilities:

- Drafting and distributing correspondence.
- Compiling due diligence and other application requirements of financial institutions and government funders.
- Creating and tracking budgets and expenses, including processing invoices and contracts.
- Collecting and organizing documentation for environmental sustainability and brownfield remediation programs.
- Coordinating documents required for government approvals and financing closings.
- Attending construction, finance, and design meetings and public hearings; preparing presentation materials, agenda, and minutes for these meetings.
- Interacting with wide variety of people including contractors, architects, and neighbors
- Conduct market research and evaluate potential acquisition sites.
- Assisting with budgets, proformas and other quantitative analyses.

Qualifications:

- Four year college degree from an accredited institution **and** two years of related experience in real estate, design, urban planning, public policy, finance or related field.
- Knowledge of New York City and a demonstrated interest in affordable housing
- Advanced Proficiency with the Microsoft Office suite— *specifically* Excel, Word and PowerPoint
- Strong organizational, written, and oral communication skills
- Should be a creative problem-solver capable of collaborating effectively with team members from diverse disciplines.

Phipps Houses is New York City's largest and oldest not-for-profit developer, owner and manager of affordable housing, overseeing a development pipeline of approx. 4,000 units. Phipps owns and its affiliated property management co. manages approx. 8,000 residential apartments.