

# **The Lemle & Wolff Companies**

## **Project Manager – Real Estate Development – Affordable Housing**

Lemle & Wolff, a developer, builder and manager of affordable housing is seeking a Project Manager to join our real estate development team in the Bronx. The employee in this position will work under the supervision of the company partners on a variety of professional, technical and administrative tasks related to the acquisition, financing and overall development of existing and future projects. The firm's current development pipeline includes the renovation of multi-family residential buildings and mixed-income new construction projects.

This position is an opportunity for an experienced real estate development professional to join a mission-based, fully integrated firm with an excellent reputation in the city's affordable housing community. It offers a high degree of responsibility in managing challenging projects and room for growth within the company.

### **Primary Responsibilities**

The Project Manager will be responsible for assembling and leading the development team through pre-development, the construction loan closing, construction, marketing, lease-up, permanent loan conversion and stabilized operations. Within this general role, some of the primary responsibilities of the position are:

- Perform site analysis, financial feasibility, and community/political assessments for new projects.
- Create the initial financial model for multiple projects including likely funding sources, project schedule and cost estimates for all hard and soft expenses.
- Procure and supervise project architect, engineers, consultants and vendors.
- Attend pre-development and construction meetings. Supervise and complete predevelopment work, community engagement, the design process, and public approvals.
- Prepare debt, equity and other project funding applications.
- Coordinate tenant outreach and relocation on Lemle preservation projects.
- Coordinate due diligence items required for the closing of acquisition and construction financing.
- Prepare and submit funding requisitions during construction and manage project issues during the construction period.
- Prepare, gather and coordinate material required for loan conversions.
- Supervise the company's submissions in response to Requests for Proposals, Requests for Qualifications and various solicitations from government agencies, investors and lenders.
- Communicate and follow up with company principals and others about managed projects, their goals, schedules and issues.

### **Qualifications**

A Master's degree in Real Estate or City Planning is preferred. A Bachelor's degree is required. A minimum of three years' experience in real estate development is also required. Applicants with direct experience in affordable housing development will be prioritized.

The successful candidate will have excellent written, verbal and quantitative skills and be highly organized. Prior experience with real estate financial underwriting is required.

Proficiency in Microsoft Office software (Excel, Word, PowerPoint, etc.) is necessary.

### **To Apply:**

Email your resume and a cover letter to [jobs@lemlewolff.com](mailto:jobs@lemlewolff.com)