



**About the job:**

Project manager and financial analyst for active and growing affordable housing development firm focusing on mixed-use projects in New York and Connecticut

**As a Project Manager you will:**

- Manage and coordinate third-party consultants (e.g. environmental, architectural, attorneys)
- Need a solid working knowledge of the Microsoft Office Suite including Excel
- Need an understanding of affordable housing financing tools
- Run financial proformas for development projects under consideration
- Assist with construction loan closings, requisitions, and permanent loan conversions, including coordination with attorneys, lenders, housing agencies, and general contractors
- Prepare and submit tax credit applications
- Respond to Requests for Proposals
- Communicate and liaise with accountants, housing agencies, lenders, and non-profits
- Participate in public outreach and approval sessions

The ideal candidate is a self-starter that absorbs information quickly, is eager to learn, and is comfortable working independently

**Qualifications:** Bachelor's in a related field preferred. Understanding of tax credits including but not limited to State and Federal LIHTC, State and Federal HTC, and structured finance preferred. Master's in Real Estate or experience in affordable housing project management and/or affordable housing financial analysis preferred.

**About the firm:** Xenolith Partners LLC was formed in 2016 by founding principals Andrea Kretchmer and Terri Belkas-Mitchell. Xenolith is focused on the development of affordable, mixed-income, and mixed-use projects in that revitalize communities and provide quality housing opportunities for all. Xenolith prides itself on its strong relationships, breadth and depth of expertise, and ability to execute.

The principals of Xenolith Partners LLC have more than 18 years of experience in affordable housing development and finance, have developed almost 700 residential units, have 233 currently under construction and have more than 400 in predevelopment. Xenolith's principals have successfully developed a broad range of projects including new construction, community facilities, affordable preservation, historic adaptive reuse, and brownfield remediation.

Xenolith is certified as a WBE in New York City, Connecticut, Massachusetts and New Jersey.

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