

Job Description: **Project Manager**

Company: **True Development New York**

Company Description: True Development New York LLC is a growing woman-owned consultancy in New York City's multifamily affordable housing space. In operation since 2018, clients include socially-minded for-profit companies as well as mission-based not-for-profit organizations. Projects include preservation refinance and repositioning, acquisition-rehab, ground up new construction, and a range of programming that targets low income, mixed income, formerly homeless, and special needs households. The work is currently focused on pre-development and financial structuring. Services involve feasibility analysis, interface with regulatory agencies, finance applications, coordination of financing partners, management of third party consultants, and finance execution.

Opportunity: True Development is seeking a part time project manager with the opportunity to expand into full time in the short to medium term. Candidates should have previous related experience in real estate development/finance and a general interest in housing policy and/or community development.

The time commitment will initially be 15 hours per week. Compensation and will be based on an hourly rate commensurate with experience. The work will be primarily remote.

Job Responsibilities may include any or all of the following:

Project Coordination

- Property research on DOB, ACRIS, OasisNYC, and other NYC databases
- Coordinate third party consultants and deliverables
- Coordinate with members of the project team (architect, engineers, expeditor, legal, and contractors).
- Maintain organized project files
- Create and maintain project checklists, meeting agendas, project timelines. Follow up continuously on priority tasks.
- Support the financial closing process -- track due diligence tracking, review documents, provide administrative support.

Financing

- Track predevelopment expenses funding
- Assist with capital funding applications
- Maintain financial underwriting models
- Evaluate financing terms from city, state, federal, and private-sector lenders

Qualifications:

- Previous work experience in real estate development, real estate finance, project management
- Proficiency with MS Office and financial modeling in MS Excel and Outlook
- Preferred: graduate degree in related field, familiarity with NYC and NYS affordable housing
- Individual should have--
 - Clear communication skills, inter-personal and written
 - Ability to work independently and under the Principal's direction
 - Client service orientation
 - Strong organizational skills and keen attention to detail
 - Ability to manage multiple tasks/projects simultaneously

Interested candidates may apply by emailing info@truedevelopmentny.com; submissions should include resume, cover letter, and a sample financial model for a real estate transaction.