**Project Manager for Supportive Housing Development**

 ICL is a 35-year old respected non-profit organization that provides a wide range of services, residential programs and supported housing to individuals with mental and/or developmental disabilities. It manages one of the largest networks of residences in NY State operating in in all five NYC boroughs with a concentration of projects in Brooklyn. We have an extensive pipeline of new supportive/affordable housing projects that are in construction or planning stages, and are looking to build-out our in-house housing development infrastructure. The Project Manager would report to the Vice President for Real Estate, and would have responsibility for helping to implement all of ICL’s real estate development initiatives.

**Responsibilities:**

* Help assess new housing development opportunities, including conducting due diligence, assessing financial feasibility and preparing recommendations.
* Assist in structuring project financing, preparing applications for funding and secure commitments of all financing required.
* Prepare responses to funding RFP’s from public agencies.
* Respond to information requests from lenders, public agencies and development team members.
* Prepare development and operating budgets for new housing development projects and keep abreast of all relevant underwriting standards.
* Help coordinate development team members throughout the predevelopment process.
* Participate in meeting with Architects during all design phases and act as ICL’s representative.
* Engage with lenders and Syndicators on the underwriting process and revise budgets as needed.
* Assist in the screening and selection of the general contractors, including due diligence.
* Participate in the pre-closing process, including managing the closing checklists.
* Interact with Project Attorneys as needed.
* Maintain project management schedule and track assignments to ensure their timely completion.
* Manage all invoices related to ongoing projects and track costs by project.
* Prepare reports to lenders, Syndicators and public agencies as required.
* Conduct research on relevant topics.
* Maintain current knowledge of programs and trends related to real estate finance in the supportive/affordable housing development space.

**Knowledge, Skills and Abilities:**

* Excellent writing and communication skills
* Strong financial analysis and Excel spreadsheet development skills
* Ability to collaborate with other team members to complete projects, often on accelerated schedules
* Self-motivated and able to work independently
* Working knowledge of NYC and NYS supportive and affordable financing programs
* Demonstrated project management skills in relevant area
* Knowledge of real estate finance and development process

**Qualifications:**

* Bachelor’s degree in a relevant major-Master’s degree preferred in urban planning, public administration, business or other relevant area
* Minimum three years of progressively responsible project management experience in real estate development and finance

 **C**ompetitive salary plus an attractive benefit package including

* Generous paid time off
* Medical/Dental/ Vision Insurance
* Life Insurance
* 403B Retirement Plan with employer match
* Voluntary Benefits: Hospital, Accident, Short-Term Disability, Cancer
* Tuition Assistance and Paid Educational Leave