

Project Manager – Real Estate Development

Lemle & Wolff, a developer, builder and manager of affordable housing is seeking an experienced Project Manager to join our real estate development team in the Bronx. The employee in this position will work with the firm's development partners on a variety of professional and technical tasks related to the acquisition, financing and overall development of existing and future projects.

Primary Responsibilities

- Develop pro forma financial analysis of properties for acquisition, rehabilitation and new construction, including project development and operating budgets.
- Organize and lead all project calls with development partners, lenders, syndicators and government partners during the predevelopment, construction and the marketing/conversion process. Responsible for coordinating material and all government and financing approvals required for construction loan closings and loan conversions.
- Attending regular construction meetings making ongoing site visits as necessary to ensure successful, timely completion of work and transition to marketing and tenant occupancy.
- In occupied properties, coordinate tenant outreach and relocation as necessary.
- Prepare debt, equity and tax credit financing applications.
- Engage and supervise third-party engineers and consultants.
- Coordinate predevelopment tasks, community engagement, design process, and public approvals.
- Prepare material in response to Requests for Proposals, Requests for Qualifications and various requests from government agencies, investors and lenders.
- Prepare and submit funding requisitions during construction.

Qualifications

A Master's degree in Real Estate, City Planning, Business or a related field is preferred. A Bachelor's degree is required. Prior experience in affordable housing or community development is also preferred.

The successful candidate will have excellent written, verbal and quantitative skills and be highly organized. Prior experience with real estate financial underwriting is necessary. Prior experience with the Low Income Housing Tax Credit a plus.

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

To Apply:

Email your resume and a cover letter to lemle_dev@lemlewoff.com . Resumes may also be faxed to 718-884-5300.