**POSITION DESCRIPTION**

**Date: January 4, 2022**

**Position: Senior Project Manager** (part time)

**Employment Type: Independent Contractor**

**Company: True Development New York, LLC**

**Company Description:** True Development New York is a certified Woman-Owned Business in New York City that provides consulting services to real estate developers in the multifamily and affordable housing space. In operation since 2018, clients include mission-aligned for-profit development companies as well as not-for-profit development organizations throughout the five boroughs. Projects include preservation refinance and repositioning, acquisition-rehab, and ground up new construction; and they target a range of population segments including low income, mixed income, formerly homeless, and special needs households. Client services involve financial structuring, project coordination, and finance execution. Shira Gidding, Principal of True Development, brings twelve years of experience within the affordable housing space and was recognized by City & State as a 2021 Rising Star in New York City Real Estate.

**Opportunity & Job Responsibilities:** True Development seeks a part-time affordable housing professional to assist with current projects and provide support as we work to expand! Estimated starting time commitment is 10 hours per week.

Job Responsibilities will generally entail facilitation of the pre-development and financing approval process for one or more projects. Tasks will include (but not necessarily limited to): property research, management of development team and third-party deliverables, interface with public finance agencies, financial structuring, finance applications, and loan closing tasks.

Candidates must have previous affordable housing development and transactional experience, as well as the ability to work independently. Tight collaboration and clear communication with the Principal will also be critical.

\*This opportunity is perfect for a seasoned professional or independent consultant seeking supplemental work!

**Compensation:** Competitive hourly rate, commensurate with experience. Fee structure to be negotiated. This is an independent contracting opportunity and as such does not include health or other fringe benefits.

**Location:** Remote.

**Qualifications:**

* Previous affordable housing transactional experience
* Proficiency in financial modeling and project underwriting
* Familiarity with housing finance programs and tools available at the local, State, and Federal levels
* Demonstrated--
	+ Ability to facilitate and manage simultaneous tasks and deliverables,
	+ Client service orientation,
	+ Strong organizational skills and keen attention to detail,
	+ Clear communication style, inter-personal and written,
	+ Ability to work independently and under direction, and
	+ Interest in working on a small entrepreneurial team.

Interested candidates may email info@truedevelopmentny.com. For consideration please provide backup credentials such as website, bio, resume, highlighted project experience. Thank you!