



PROJECT URBANISTA

Project Urbanista, LLC is an affordable housing consulting practice specializing financing and development of Supportive Housing in New York City and State. We work with non-profit and for-profit affordable housing developers, housing finance agencies, lenders and investors to create innovative, sustainable housing solutions for the most vulnerable, including homeless, disabled, low-income and elderly residents.

Job Summary

We are seeking an experienced Project Manager with knowledge of NYC and NYS affordable housing finance and development programs to become an integral member of our team. The project manager will coordinate day-to-day project management activities on affordable and supportive housing residential development projects in our pipeline. The PM will assist preparation of financing applications and RFP responses to New York City and State housing agencies, private lenders, investors and other funders of special needs housing.

Key Responsibilities

The Project Manager's duties will involve coordination of development activities for multiple supportive, senior housing or shelter projects, including:

- Assist with underwriting and feasibility analysis on new development opportunities including site analysis and market feasibility, financial modeling, timeline, critical path
- Prepare project budgets and proformas, track progress on public approvals, serve as liaison with various government agencies, project funders, development team members and other project stakeholders
- Coordinate due diligence, feasibility and pre-development tasks such as environmental review and design development
- Manage project team including client staff, architect, legal counsel, environmental consultants and others from initial design through construction closing
- Assist in preparation of financing applications to City, State, Federal and private affordable and supportive housing lenders including Low Income Housing Tax Credits (LITHC), municipal bonds, NYC/NYS capital loans and service/operating contracts
- Participate in all progress check-in calls with client and development team
- Assist in coordination and execution of construction loan and syndication closings
- Other tasks as assigned

Qualified candidates will possess:

- Strong quantitative and analytical skills.
- Excellent communication skills – written, oral and interpersonal
- Proficiency in financial modeling with Excel.
- Knowledge of NYC/NYS affordable housing policy and programs
- Understanding of real estate finance concepts, underwriting, and development
- Experience with project budgeting and scheduling
- Knowledge of the affordable housing construction process, ability to read schematic architectural drawings and understand zoning calculations
- Ability to read and understand loan documents
- 2+ years of experience in affordable housing development or related field
- Bachelor's degree required, Master's degree preferred in architecture, urban planning, civil engineering, construction management, real estate finance, public policy or related field.
- Demonstrated ability to work productively and accurately in a fast-paced environment with multiple projects and stringent deadlines
- Commitment to public service, entrepreneurial spirit and a sense of humor

Salary is commensurate with experience. Interested applicants should forward a resume and cover letter to: hello@projecturbanista.com