**Project Manager**

**Affirmed Housing** (www.affirmedhousing.com) seeks to fill a key position on its development team. The ideal candidates will be energetic and goal oriented. The position will manage the development of new or existing affordable or market rate apartment homes.

Responsibilities:

* Manages multiple projects from acquisition through project
* Assists the Director of Acquisitions in the research, identification and acquisition of properties suitable for development
* Creates and maintains project proformas, schedules and task lists
* Selects and manages development consultants
* Directs project design from concept through construction permitting
* Manages and obtains project entitlements
* Prepares and submits public funding applications to public agencies including but not limited to TCAC, CDLAC, CalHFA, HUD and local city and county agencies
* Under the direction of the CFO, manages due-diligence for construction and permanent loan closings
* Supports VP of Construction as needed during project construction
* Manages property management firm during lease-up and stabilization
* Responsible for project budgeting, budget reconciliations, and cash management
* Performs other duties as needed to contribute to Affirmed’s ongoing success
* Reports to VP of Development

Qualifications:

* Bachelors degree preferred, but may be substituted with applicable experience
* Prior experience in affordable and/or market rate housing development and funding is required
* Needs to enjoy and be proficient at writing and financial analysis
* Expertise required in MS Excel, Project, Word, PowerPoint, and Outlook
* Must be organized, work well under pressure, and be a self-starter
* Must have strong interpersonal communication skills and enjoy working with people

Compensation:

* Depends on experience and ability to contribute – competitive salary, bonuses and benefits

Contact:

* This is a full time position. Please submit cover letter and resume to Lindsay@AffirmedHousing.com