



SENIOR PROJECT MANAGER

JOB DESCRIPTION

Organization

Sheldon Oak Central (SOC) seeks a Senior Project Manager to join its team developing affordable housing and neighborhood improvement projects in Hartford and other communities in Connecticut.

SOC is a small Hartford-based non-profit (4 employees) that has developed over 800 apartments and 44 single family homes since 2000. At present, SOC owns properties that are home to 400 families and seniors, as well as three community buildings that offer social service, recreational and youth programs to residents of our properties and the surrounding neighborhoods. SOC's properties are funded by a variety of federal, state, municipal and private philanthropic sources and are managed by a third party professional management company. SOC's current project pipeline includes a nearly complete 107-unit LIHTC-financed rehab, a mixed-use retail/residential acquisition and rehab that is in the financing stage; and a year 15 LIHTC repositioning. We are launching a new program to build and acquire for rehab two- and three- family properties for sale to owner-occupants.

Position Summary

The Senior Project Manager will report to the Executive Director. They will work closely with the Executive Director, consultants, design professionals, contractors, property managers and others to develop a project pipeline, complete projects and ensure the stability of our existing portfolio of properties.

Primary Duties:

- Identify and assist in pursuing new development opportunities; analyze project financial feasibility; develop financial models and project budgets
- Prepare applications and secure commitments for pre-development resources, construction financing, permanent debt, equity investments, and subsidies
- Coordinate the procurement of design and development teams
- Manage design, development and budgets during project pre-development and construction; coordinate team consisting of architect, engineers, attorney, contractor and property manager
- Manage permitting, zoning and approval processes
- Manage projects through completion, including quality control, budget monitoring, requisitions, and closings
- Represent SOC with city officials and other decision-makers and stakeholders

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www.sheldonoak.org



- **Our Ideal Candidate**

Our ideal candidate is experienced in affordable housing development and interested in understanding Hartford's neighborhoods and its residents. They will demonstrate many of the following skills and qualifications:

- Commitment to advancing the organization's mission of developing housing and commercial properties that contribute to neighborhood revitalization
- Strong financial and analytical skills, including experience with financial modeling
- Experience with public and private financing sources, including successfully closing complex layered-financing projects
- Experience in project and team management and demonstrated commitment to teamwork
- Proven ability to organize people, files, tasks and other elements of complex projects
- Familiarity with non-profits and with city government, and experience navigating complex organizations and multiple relationships
- Ability to assemble, correlate and analyze facts, to creatively conceptualize and implement customized solutions to problems, and to prepare concise summaries
- Above average skills/aptitude using relevant software -- specifically Microsoft Office Suite: Excel, Word, Publisher and Outlook
- Excellent interpersonal, oral and written communication skills

Educational/Work Experience Requirements

- Advanced degree in Real Estate, Business, Urban Planning, Public Administration/Policy or a related field
- Five years' experience working in affordable housing development, or in a closely related field

Working Conditions

- SOC offers a competitive salary and benefits package.
- Our work mainly takes place in the City of Hartford. Evening and weekend hours are sometimes necessary to meet the needs of our projects and properties.

To Apply

Send resume and letter of interest to careers@sheldonoak.org Applications will be acknowledged and reviewed as they are received. SOC hopes to fill the position by January 2018, if not sooner.

Sheldon Oak Central is an Equal Opportunity Employer. All applicants will be considered for employment without attention to race, color, religion, creed, marital status, age, sexual orientation, transgender status, gender identity, veteran's status, national origin, or status as a qualified individual with a disability or another protected characteristic in accordance with applicable law.