

## **HALLKEEN MANAGEMENT**

**Job Title:** Senior Project Manager - Affordable Housing

**Location:** Norwood, MA 02062

**Hours:** Full-time

### **Job Description:**

HallKeen Management is seeking to hire a Senior Project Manager with at least 5 years of experience to assist the COO of Acquisitions and Development in acquiring, financing and renovating several affordable and mixed income multi-family properties typically ranging between 80 and 400 units.

### **Specific Duties and Qualifications:**

The Project Manager's tasks will include:

- Assembling One-Stop applications for LIHTCs and grants
- managing real estate acquisition and financing due diligence
- modeling and projecting property operating performance, investment returns and IRR
- pre-construction planning
- analysis and presentation of investment opportunities to affiliated investors and 3<sup>rd</sup> party funding sources
- representing HallKeen's interests while managing third party general contractors as well as legal, design and engineering professionals
- attending regular construction job meetings
- processing and approving requisitions
- insuring that renovations are completed on time, on budget and in conformance with the Project Documents
- projecting and managing construction draw schedules including construction loan interest calculations
- complying with investor and lender requirements, including regular reporting
- managing the transition of completed projects to the property managers and leasing staff
- high level problem solving

This role will report to the Chief Operating Officer of Acquisitions and Development and will act as a liaison between HKM corporate, ownership, limited partners, agencies, lenders and construction vendors. This role requires reasonably advanced Excel modeling skills.

### **Qualifications:**

Qualifications required include at least a B.A. degree with 5 years of experience preferably in Real Estate Finance and Affordable Housing Acquisition and Development. Candidates with project management experience are preferred. Experience in the Low Income Housing Tax Credit program is required. Skill set should include solid communication skills, strong knowledge of Excel and Word. Candidate should have ability to work independently, multi task and prioritize.

This is a growth role that includes a competitive salary, bonus and benefits package. If you are interested in applying or know someone to refer for the position please e-mail resume to Propertycandidate@Yahoo.com