



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

**Location: Corporate Office 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 using Tax Exempt Bonds, 4% LIHTCs and other affordable housing and tax credit finance tools.

**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, environmental, permitting and engineering professionals/requirements
- attending regular construction job meetings
- processing and approving requisitions
- ensuring 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 through final completion and 8609s until all stabilization tests satisfied.
- 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 project management experience. Coursework in Real Estate Finance and Affordable Housing Acquisition and Development a plus. Experience in the Low Income Housing Tax Credit program is required. Experience in NC, VA, MD, NY and New England a plus. Skill set should include solid communication skills, strong knowledge of Excel and Word. Experience with MS Teams and asset management databases a plus. Candidate should have ability to work independently, multitask and prioritize.

**Benefits:**

Full time position offers a competitive benefit program to include Medical, Dental, Vision, Health FSA, Dependent Care FSA, Short-Term Disability, Long Term Disability, Life Insurance, Home and Auto Discount program, Vendor Discount Program, 401(k) with matching contribution, Accrued Vacation, Sick, and Personal time and Paid Holiday Benefit.

**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](mailto:propertycandidate@yahoo.com)**