

STONE SHERICK

CONSULTING GROUP

Affordable Housing Finance Junior Project Manager Job Description

Description of Company: Stone Sherick Consulting Group (a certified WBE) & Sherick Project Management, Inc. are consulting firms specializing in Real Estate Development Services and Owner's Representative Services for affordable residential, mixed-use commercial and industrial real estate development projects that provide a social impact. Over the last 25 years we have been involved in the development and completion of over 18,500 dwelling units, more than 900,000 square feet of commercial and industrial development with a value of over \$2,200,000,000. We are currently working in several states that include: PA, NJ, MD, NY, DE, & VA and Washington DC. Please see our website at www.sherickpm.com to learn more about the company.

Our Real Estate Development Services include: composing and production of financing applications and closing documents, acquisition and property location, feasibility studies, environmental and geotechnical coordination, zoning and building code review and securing of zoning and building permits, development of project schedules, production of operating and development budgets and identifying and qualifying appropriate professional service providers such as architecture, engineering, and specialty consultants. Acting as the Owner's Representative through the construction process we monitor budget, quality and schedule adherence. We develop the final punch list and compile close-out documents and oversee the warranty term.

We are a small office with currently 15 full-time staff. We are a small hardworking, mission driven group with a good sense of humor looking for a detail oriented person who takes initiative and enjoys working with colleagues.

Job Title: **Affordable Housing Finance Junior Project Manager**

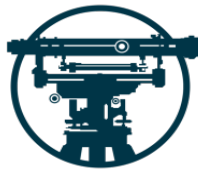
Essential Duties and Responsibilities may include:

Planning

- Research, data analysis, and production of neighborhood plans.
- Production of financial feasibility studies for potential real estate developments.

Development

- Prepare financing applications to public and private sources such as: Federal HOME, CDBG, HOPWA, HUD SHP, and McKinney), State/HFA's (RACP, DCED, Penn HOMES, 4% and 9% Tax Credits, Bond Financing, PHARE, Reclaim, and Special Initiatives, 811), Commerce, NMTC, FHLB-NY/Pitt./Boston/Cincinnati/San Francisco, and various private foundations.
- Coordinate pre-development and development activities with Clients, Principals and Project Managers including, but not limited to:
 - Lender relationships
 - Legal documents
 - Financial planning including development and operating budgets with multiple sources.
 - Construction documents
 - Ongoing management of project financials.
- Research and suggest new methods of financing and structuring of housing and other community development activities including open space and community facilities.
- Appropriately interface with government & financial entities pertaining to development including but not limited to banks, funders, lenders, City Council, Office of Housing and Community Development, Redevelopment Authority, Housing Finance Agencies, PA Office of the Budget, and Department of Housing and Urban Development.
- Acquire properties from public agencies as well as from the private market.
- Presentation to community members and major stakeholders.
- Preparation and execution of finance closing documents.



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- Identification and management of qualified architects, engineers, contractors, and other professionals such as environmental firms.

Management

- Coordinate all aspects of the development process on behalf of clients from pre-development to construction completion.

Administrative

- Produce written reports, schedules, and related correspondence for clients and staff.
- Attend meetings and trainings to remain current on all topics related to the field of housing and community development.
- Keep daily record of personal hours worked on each project to be submitted monthly.

Education & Experience Requirements:

- A minimum of 2 years of project management & financial experience or other applicable experience.
- Associates or Bachelor's degree or equivalent.
- Competent in navigating document creation, spreadsheet navigation, email communications and database systems, preferably current versions of Word, Excel, Access, & Microsoft Project.
- Experience in housing development & open space development.
- Excellent written and verbal skills.
- Attention to detail.
- Ability to solve problems and find answers.
- Ability to manage several projects at once, adapt to changing work assignments and to function effectively under deadlines.
- Ability to imagine new and creative ways to structure and finance affordable housing developments, to work well with a wide variety of people and personalities.
- Kind and empathetic.

SSCG reserves the right to revise or change job duties and responsibilities as needed. This job description is not meant to be an all-inclusive statement of the duties and responsibilities of the job nor does it constitute a written or implied contract.

Immediate Supervisor: Susanne Stone

Working Hours: 40 hours a week and possible increased hours during a deadline / flexible schedule available that is ideal for working caregivers. We do offer a hybrid working environment that requires a minimum of 3 days in the office.

Salary: based on experience, range of \$50,000-\$85,000 with opportunity for annual bonus based on performance and advancement within the company.

To apply, please send a cover letter and resume to: **Deirdre Greer at Deirdre@sherickpm.com**