



## Job Description

# Project Development Manager (Remote)

Posted: October 14, 2024  
Closing: November 14, 2024  
Send responses to: [info@gatesdevelopmentgroup.com](mailto:info@gatesdevelopmentgroup.com)

### Corporate Vision and Mission

The Gates Development Group, LLC is a mission-based consultancy, focused on working with non-profits across the country to help them preserve and improve their low-income housing. Our mission is to help realize the clients' goals when developing and executing each plan for housing preservation. At GDG, LLC we pride ourselves on being a trusted adviser, and expert transaction managers, and these are the qualities that we expect and value in our employees. The corporate headquarters is in metro Atlanta, Georgia.

### Job Summary

The **Project Development Manager** performs tasks associated with planning and executing affordable housing preservation transactions. A typical project is 20 to 50 years old and was originally developed through the HUD 202 Direct Loan or Capital Advance programs, with some form of rental assistance (PBRA, PRAC, SPRAC, PBV). The job includes project planning, rental subsidy expansion and maximization, executing refinancing transactions, and project close-out. Our non-profit clients are located throughout the country, and some travel may be required. In addition to working on transactions, the Project Development Manager will assist with the development of trainings and training materials, and they will participate in networking and marketing opportunities.

### Job Description Essential Duties and Responsibilities

1. Analyze real estate preservation options and prepare project summaries, reports and recommendations for client review and approval.
2. Provide high level assistance to the CEO on preservation transactions.
3. Directly manage select preservation refinancing transactions, primarily utilizing FHA 223(f), FHA 221(d)4, GRRP and AHP funding. This includes:
  - o Create and take primary responsibility for financial models, project timelines, and project reports.

- Lead project and team meetings, and proactively communicate with clients and teams.
  - Provide ongoing coordination and effectively communicate with architects, contractors, and legal counsel other members of the project development teams.
4. Assess AHP Grant opportunities throughout all 9 Federal Home Loan Banks (FHLBs) for potential funding grants for clients, and complete and submit AHP applications on the clients' behalf.
  5. Prepare Section 8 HAP contract termination and renewals, assignments and contract combining requests.
  6. Manage the pre-conversion process for HUD 202 PRAC clients, working towards and managing conversions through the RAD for PRAC program.
  7. Deal with privileged legal and financial matters of the organization and of the clients' organizations.
  8. Work cooperatively with others and comply with all company policies and procedures.
  9. Assist with the development of trainings and training materials, and represent GDG, LLC at industry education and networking events.

## **Competencies**

1. Ability to create a financial pro forma in excel for the purpose of finding financing solutions and testing sensitivities.
2. Familiarity and experience with the FHA 223(f) and/or FHA 221(d)4 loan program(s).
3. Possess excellent written and oral communication skills.
4. Ability to work with a diverse set of clients and team members, adapting communication and meeting scheduling that best fits each client's unique needs.
5. Ability to work sensitively and respectfully with volunteer boards of directors.
6. Manage workflow and scheduling to be able to anticipate project pressure points and to anticipate timing around notifying clients of critical milestones.
7. Perform under pressure, meet deadlines, and work independently.
8. Respect established lines of communication and seek input and feedback early and often from team members.
9. Advanced proficiency with MS Word, Excel, and PowerPoint.

## **Minimum Qualifications of Position**

- Bachelor's degree in Planning, Business, Real Estate, or a related field.
- Five (5) or more years of transactional and/or project management work in the low-income housing development and refinancing field. Typical experience may include work with:
  - Affordable housing developer or consultant.
  - MAP lender as a project analyst, processor, or related area.
  - HUD, state housing finance agencies, Federal Home Loan Bank or other similar funders.

## **Work Schedule, Location, Benefits & Base Pay**

GDG believes strongly in a healthy work life balance. The official work week is Monday through Thursday, and full-time work constitutes 32 base hours per week. It is required that 18 hours be worked synchronously on Tuesdays, Wednesdays and Thursdays from 9:00 am until 3:00 pm EST, and another 14 hours of asynchronous work hours will be spread throughout the balance of the week. This position is expected to complete tasks on time and as needed, which may result in busier weeks than others and a need for flexibility.

Work Location/Environment:

- This position can be 100% remote, but in-office options are available.
- Preference will be given for location in the southeast.

Base benefits include:

- 10 paid holidays
- Minimum 12 paid vacation/flex days
- Health insurance supplement

Base Annual Pay: \$80,000

## **Interested?**

Please email your resume to [info@gatesdevelopmentgroup.com](mailto:info@gatesdevelopmentgroup.com).