

## **POSITION DESCRIPTION**

**POSITION:** Senior Project Manager  
**REPORTS TO:** Executive Director, Fairfax Renaissance Development Corporation  
**RECRUITMENT PERIOD:** Open until filled

### **SUMMARY OF POSITION DESCRIPTION**

The Project Manager has responsibility for day-to-day operations of various development projects including housing, acquisition activities for housing and commercial projects, greening projects and housing rehab activities at a community development corporation. The position requires superb communication and teamwork skills, proven real estate finance and structuring expertise. This position is characterized by a high degree of initiative, responsibility, accountability and ability to work congenially with a wide variety of individuals, community based organizations and governmental entities. Applicant must be able to articulate the case for the project. Should have both an intuitive and a detailed sense of the dynamics, risks, and structured financings of each transaction.

### **PRINCIPLE RESPONSIBILITIES**

1. Self-motivated and ability to work under pressure in an entrepreneurial environment.
2. Preparation of grant and Low Income Housing Tax Credit applications and working knowledge of major local, state and federal affordable housing programs and policies.
3. Knowledgeable in real estate transactions and the ability to negotiate with land/property owners to acquire real estate for development projects.
4. Ability to work effectively with peers and public and private lenders. Preparation and analysis of pro forma financials for affordable housing developments.
5. Manager will handle must be able to handle the entire development process with minimal day to day supervision, although he/she will communicate quickly, openly, and fully on matters needing attention from the Director and others in the organization.
6. Must possess the confidence to hold his/her own internally. Equally important, has the confidence to ask questions and get direction when required.
7. Possesses excellent people skills; has the ability to be productive and likable, and knows how to create win-win relationships with colleagues and external parties. Strong overall interpersonal skills.
8. Team player with "can do" attitude and a containable ego. Able to work independently while also contributing in a team environment.
9. Ability to embrace and adhere to the organization's mission, policies, procedures, and operating standards.
10. Other related duties as required.

### **POSITION REQUIREMENTS:**

1. Bachelor 's Degree and at least five years' experience in development. Master's Degree preferred.
2. Applicant will have successfully managed at least three housing developments from site acquisition through permanent loan closing.
3. Outstanding communication and information technology skills.
4. Highly organized with attention to detail, ability to set priorities and meet deadlines.
5. Applicant must be able to render independent judgment and respond to emergencies.
6. General understanding of contemporary urban neighborhood issues and knowledgeable about the role of private nonprofit organizations in community development initiatives.

**Interested applicants please forward a resume and cover letter to Gail Powell at [gpowell@fairfaxdev.org](mailto:gpowell@fairfaxdev.org)**