

Project Manager

Affirmative Investments, Inc. is a for-profit mission-driven real estate development and consulting firm that works with non-profit organizations, public agencies and socially impactful for-profits to develop and finance affordable housing, housing with services, and economic development projects including community health centers, charter schools and urban supermarkets.

Most of Affirmative's projects entail complex financing including Historic, New Markets and Low-Income Housing Tax Credits, tax-exempt bonds, and public and private grants and loans which are all necessary for our projects to be affordable and impactful. Affirmative has successfully done this work since 1983 and are well established experts which allows us to work on meaningful, high profile, and exciting projects. A list of our past and current projects can be found on our website: www.affirmativeinvestments.com.

Affirmative Investments is seeking a Project Manager to join our team. At least four years experience in real estate development and/or financing is required. A graduate degree is strongly preferred, though additional experience can substitute for a degree.

This job is a good fit for someone who is passionate about community development and looking to join a small and dedicated team and to take on responsibility to develop affordable housing projects at various stages of development (acquisition/permitting and zoning, financing applications, in construction and stabilization). Additionally, the job is a good fit for someone interested in supporting the real estate development and financing of non-housing projects using New Markets Tax Credits.

Required skills and interests include:

- Commitment to community development
- Mathematical skills, including ability to develop and manage operating and development proformas.
- Highly proficient in Microsoft Excel.
- Familiarity with multi-tiered financing including structuring 9% and 4% LIHTC deals with conventional debt, and public subsidies.
- Strong writing skills including ability to succinctly distill complicated concepts through email, in narrative form, and in presentations
- Ability to multitask and manage time efficiently while managing and working on several projects at once
- Strong interpersonal skills including comfort over the phone.

Specific responsibilities include the following:

Project Management

Manage the various phases of the development process, including:

- Preparing proposals, presentations, and reports for third parties

- Communication between all parties and clients
- Analyzing initial financial feasibility, tracking and managing project budgets
- Selecting and procurement of development team members
- Negotiating contracts
- Interacting with municipal agencies
- Obtaining site control and zoning and permitting approvals
- Applying for State and local funding
- Overseeing community process, design and construction professionals
- Developing RFPs for and procuring investors and debt providers
- Coordination of closings
- During construction, manage construction administration, attend meetings and manage the requisition process.

Financial Consulting

Assist team with various aspects of our financial consulting work:

- Financial feasibility analysis
- Preparation of financing applications and requests for financing from banks/investors
- Preparation of operating and development proforma
- Review of legal documentation
- Coordination with other consultant team members
- Work with equity investors on tax credit syndication
- Coordination of closings

Preferred Additional Skills

- Proficient in Adobe Acrobat and experience with InDesign/Canva/other similar software programs
- Familiarity with Wordpress

Compensation

A salary commensurate with experience and competitive benefits package including health, dental, 401k match, T-pass and strong opportunities for growth within the organization.

Please mail, fax, or e-mail a cover letter and resume to:

Tara Mizrahi
 Affirmative Investments
 33 Union St.
 Boston, MA 02108
 FAX (617) 367-1133
 tmizrahi@affirmativeinvestments.com
 Subject line of email must read: Project Manager Position