

## Assistant 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 have an expertise that 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](http://www.affirmativeinvestments.com).

Affirmative Investments is seeking an Assistant Project Manager to join our team. We are looking for someone interested in urban planning and committed to social change. Course work in finance and experience in real estate development are a plus.

This job is a good fit for someone with a strong interest in affordable housing and community development who wants to enter the field of real estate development, or someone with real estate development experience who wants to support and learn how to develop and finance affordable housing and economic development projects.

Required skills and interests include:

- Commitment to community development
- Mathematical skills
- Proficiency with Microsoft Excel
- 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
- Strong interpersonal skills including comfort over the phone

Specific responsibilities include the following:

### Project Management

Assist team with various phases of the development process, including:

- Overall strategic decision making
- Preparing proposals, presentations, and reports for third parties
- Managing communication and record keeping
- Assisting in financial feasibility
- Selecting and procurement of development team members
- Negotiating contracts

- Interacting with municipal agencies
- Obtaining site control and zoning and permitting approvals
- Coordination of closings
- Overseeing community process, design and construction professionals, requisition process during construction

#### 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

#### Compensation

From \$60,000 - \$80,000, dependent on experience, and competitive benefits package including health, dental, 401k match, T-pass and strong opportunities for growth within the organization.

Please e-mail a cover letter and resume to:

David Ennis  
Affirmative Investments  
33 Union St.  
Boston, MA 02108

dennis@affirmativeinvestments.com

Subject line of email must read: Assistant Project Manager Position