



Project Manager
Related Northwest Affordable

Overview

Firm Overview

Related Companies is a fully-integrated industry leader with experience in virtually every aspect of development, acquisitions, management, finance, marketing and sales. Related has acquired and developed affordable communities along the West Coast for more than 32 years, completing more than 17,000 units of affordable housing, ranging from low and moderate-income townhomes to luxury, high-rise apartments. All Related properties are designed, built and managed to the highest standards, regardless of the income level served. Related prides itself on consistently developing best in class communities that represent industry benchmarks in design, construction, sustainability and property management.

In 2018, Related's affordable housing footprint expanded into the Pacific Northwest. Today, Related Northwest has nearly 400 affordable units under construction and more than 150 in predevelopment. Related Northwest has continued the tradition of partnering with local organizations and jurisdictions with the unwavering commitment to deliver high-quality affordable housing for low-income individuals and families throughout the Northwest.

Parent Company Overview

Related Companies is a global real estate and lifestyle company defined by innovation and the most prominent privately-owned real estate firm in the United States. Formed over 45 years ago, Related is the largest private owner of affordable housing and a fully-integrated, highly diversified industry leader with experience in virtually every aspect of development, acquisitions, management, finance, marketing, and sales. Headquartered in New York City, Related has offices and major developments in Boston, Chicago, Los Angeles, San Francisco, South Florida, Washington, D.C., Abu Dhabi and London, and boasts a team of approximately 4,000 professionals. With over \$60 billion in assets owned or under development including the 28-acre Hudson Yards neighborhood on Manhattan's West Side, Rosemary Square in West Palm Beach, The Grand LA and Related Santa Clara in California and The 78 in Chicago. Related was recently named to Fast Company Magazine's list of the 50 Most Innovative Companies in the World.

Responsibilities

- **Financial Analysis**: Manage project proforma, development cost and cash flows; research and understand funding sources.
- **Acquisition**: Perform financial analysis and due diligence for new development opportunities, assisting in underwriting and cash flow analysis, and responding to

Requests for Qualifications or Proposals.

- Government Subsidy: Compile detailed financing applications for various state and local funding programs such as low income housing tax credits and tax exempt bonds.
- Planning and Design: Assist with management of consultant team, including architect, engineers, energy and other consultants. Oversee deliverables and keep team on track.
- Entitlement Processing: Assist with applying for and obtaining land use approvals and building permits. Assist in preparation of community outreach documents, and attend community outreach meetings.
- Operations: Assist in preparing budgets and schedules, cash flow projections, deal memorandums, financial forecasts and strategic plans.
- Construction: Assist in coordinating loan draws, forecasting project budgets and cash flows, and managing project deliverables. Attend draw meetings and coordinate with construction manager.
- Lease-Up/Marketing: Assist in meeting lease-up targets, coordinating with property management company.

Qualifications

- Minimum Bachelor's Degree; preferably in real estate, business administration, public policy and planning or a related field.
- 3 – 6 years of experience in all aspects of multifamily housing development and finance.
- Strong quantitative and MS Excel, Word, PowerPoint, Project skills are a prerequisite.
- Strong project management skills, results-driven, with ability to manage multiple deadlines.
- Complex thinker of high intelligence and demonstrates strong intellectual curiosity.
- Keen attention to detail.
- Effective prioritization and organizational skills.
- Ability to multi-task in a fast paced environment.
- High energy; driven.
- Must be a team player, but also a self-starter that can perform with limited direction.
- Must be able to work well in an entrepreneurial environment.
- Excellent written and verbal and communication skills.

Desired, but Not Required Qualifications

- Experience in Portland.
- Knowledge of PHB and OHCS funding requirements, including experience with planning and entitlements processes in Portland Metro area and Oregon.
- Experience with HUD and Public Housing Authority programs.
- MBA, MRED.

Contact Stefanie Kondor, Senior Vice President, Development with resume to apply
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