**Project Manager, Affordable Housing Rent-Ups & Compliance**

Non-profit is seeking hands-on, detail oriented project manager to assist Director with affordable housing rent-ups for mixed income developments, both created by the non-profit and for-profit clients who are developers of 80/20, Low Income Housing Tax Credit, and/or Inclusionary Housing properties with low income housing set-asides. Overall responsibilities include: Design and implement procedures; coordinate and negotiate with government agencies and clients; supervise staff at site offices; participate in selecting tenants; troubleshooting and resolving problems; and ensure rent-up targets are met. Specific responsibilities include:

* Managing work flow of one or more project teams which are conducting lotteries, interviewing applicants and determining eligibility of households for affordable housing;
* Preparing written materials, e.g. Marketing/Tenant Selection Plans and administrative forms and letters ;
* Interfacing with government agencies, developers/owners, attorneys, and others;
* Establishing and adapting policies, systems, and procedures;
* Overseeing database development and implementation; preparing reports utilizing database;
* Training and supervising staff who determine applicant eligibility; Reviewing applicant files; conducting Tenant Income Certifications; interviewing applicants; and
* Responding to applicant appeals.

**Job Requirements:**

* Minimum college degree and preferably a master’s degree in a relevant field, e.g. public policy, public/non-profit administration, management, or urban planning
* 3 years of supervisory experience
* Strong analytical and conceptual skills
* Ability to understand and analyze all relevant statutes, regulations, and supervising agency policies
* Ability to work under pressure on fast-paced, deadline-oriented projects
* Detail orientation with ability to see big picture as well
* Mathematical and/or accounting skills necessary
* Strong organizational, as well as administrative and computer systems development skills
* Excellent writing and computer skills
* Housing/real estate background preferred
* Ability to relate to persons of diverse backgrounds
* Commitment to providing affordable housing for low-to-moderate income population

We offer a competitive salary and excellent benefits package. Settlement Housing Fund, Inc. is an Equal Opportunity Employer.

**To Apply:**

Email cover letter, including current salary, and resume to: [Jobs@shfinc.org](mailto:Jobs@shfinc.org). Indicate “Project Manager” in the subject line. Applications will be accepted until the job is filled. No calls please.

**Education:**College degree.

Graduate degree a plus

**Professional level:** managerial

**Job Function:** Administration, affordable housing, real estate, project management

**Owner’s areas of focus:**  
housing, housing development, homelessness, community development, real estate