



Housing Authority of the City of Reno

Announces an Open Competitive Recruitment for ***SR. PROJECT MANAGER (Development Finance)***

THE POSITION

Under general supervision, the Senior Project Manager overseeing development finance and grants creates development pro-formas including development and operating income estimates, determines construction and operating funding sources, conducts debt analysis and creates cash flow models for Housing Authority asset repositioning and new construction projects.

THE JOB DESCRIPTION IS ATTACHED TO THIS ANNOUNCEMENT

WHAT WE DO

The RHA helps ensure nearly 9,000 people in the Truckee Meadows have a safe, secure place to call home. We are the largest provider of affordable housing in Washoe County, proudly assisting families and individuals in our community.

WHY APPLY?

The RHA is committed to developing a team that embraces our mission and core values throughout our local community. To offer superior service to our clients, we invest substantially in professional growth and development and are focused on exemplifying our underlying values of integrity, trust, leadership, progress and customer service. We offer **competitive salaries** based on skills and experience, an **exceptional benefits** package, a robust defined benefit retirement plan, and ample **opportunities for growth**. Our benefits package includes:

- ◆ **100% employer paid** health, dental, vision & life insurance
- ◆ Flexible Spending plan.
- ◆ **Excellent vacation & sick leave** accrual program
- ◆ Thirteen (13) paid Holidays
- ◆ **100% employer paid** retirement contribution for the Public Employees Retirement System (PERS)
- ◆ **Paid Parental Leave**
- ◆ 457(b) retirement savings program
- ◆ **Employer paid** life insurance and AD&D
- ◆ Positive, friendly work environment focused on providing work/life balance

SALARY PAY RANGE

- ⇒ Starting annual salary \$85,716.80
- ⇒ Merit increases to \$126,630.00
- * This position is scheduled to receive a COLA increase in July 2023 .

CONDITIONS OF EMPLOYMENT

This is a full-time, exempt position. The RHA is committed to ensuring a safe, productive and positive work environment through a Drug and Alcohol-Free Workplace. Selected candidates will need to complete a pre-employment drug screen and background checks including a criminal history check.

TO BE CONSIDERED

If interested and meet the minimum qualifications for this position you are encouraged to obtain an application at www.renoha.org. If reasonable accommodation is required, please contact the RHA Human Resource Director at HR@renoha.org

Please submit a complete application on or before the close date to HR@renoha.org. While you may include a resume, the RHA cannot accept resumes in lieu of a completed application.

EQUAL OPPORTUNITY EMPLOYER

The Reno Housing Authority is an equal opportunity employer. The RHA is committed to the principles of Equal Employment Opportunity (EEO) in accordance with applicable Federal and State law, and Executive Orders. Our policies prohibit unlawful discrimination based on race, color, creed, gender, religion, marital status, domestic partner status, age, national origin or ancestry, physical or mental disability, medical condition including genetic characteristics, sexual orientation, or any other consideration made unlawful by Federal, State, or local laws.

CLOSE DATE: Open until filled

This recruitment may close at any time based on applications received. Qualified applicants are encouraged to apply as soon as possible.



SENIOR PROJECT MANAGER

(Development Finance)

DEPARTMENT: Development
REPORTS TO: Development Director
Exempt/Grade: Exempt / Grade 3

SUMMARY

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EXAMPLES OF IMPORTANT & ESSENTIAL DUTIES

- Participates in the establishment of development strategies, goals, objectives, policies, and priorities in alignment with agency goals and objectives
- Strategizes the use of development funding at the agency level.
- Identifies and presents recommendations on property acquisitions, conversions, and property investments based on sound asset management principles and analysis.
- Participate in identifying funding opportunities and leveraging options to further agency strategic development goals.
- Assist with the preparation of long-term financial models for all asset repositioning and development projects to ensure viability and alignment with agency strategic goals.
- Generates development and operating income budgets for asset repositioning and new construction projects.
- Conducts basic feasibility determinations based on standard affordable housing finance models and principles.
- Creates project pro-formas for Director of Development and Executive Director approval.
- Creates finance request documents (applications) including standard boiler plates for LIHTC, HOME, CDBG and other typical affordable housing development funding streams.
- Collaborates with development partners and non-profits to determine project feasibility and create development budgets.
- Negotiates and reviews development partnership contracts for final approval by Director of Development and Executive Director.
- Manages cross functional project teams to implement project/program plans, ensuring adherence to resources, budget, time constraints, and contract/application/funding award compliance provisions.
- Oversees the preparation of grant and financing applications.
- Monitors and reports project/program status and troubleshoots those not meeting targets. Ensures Director and executive management awareness of any project problems.
- Tracks funding applications and awards.
- Tracks expenses of projects to ensure ongoing funding levels meet project funding needs.
- Presents Authority projects at funding hearings and to City Council and Count Commission meetings.
- Works directly with RHA Administration staff to ensure compliance with HUD regulations and general construction accounting practices.
- Interprets and applies appropriate regulations governing new construction and existing buildings.
- Effectively communicates verbally and in writing.
- Prepares and presents technical data and reports to individuals and groups.
- Coordinates work with other RHA staff to ensure communication of project scope and impact on tenants.
- Supervises project teams and assigned Development staff.
- Monitors and ensures adherence to all agency and HUD regulations, policies, and procedures.
- Perform related duties and responsibilities as required.

MINIMUM QUALIFICATIONS

- A four-year degree in Finance, Accounting, Economics, Public or Business Administration or a closely related field from an accredited college or university.
- Minimum of three (3) years of increasingly responsible experience in finance, accounting, budgeting, or construction management. Experience in construction accounting preferred.



Executive Director
Hilary Lopez, PhD.

Reno Housing Authority, 1525 East 9th Street, Reno, NV 89512
775.786.1712 Fax 385.770.7166 TDD
775.329.3630 RenoHA.org

- Experience preparing Low Income Housing Tax Credit (LIHTC) applications, mixed financing applications and transactions, financial forecasting, formulating economic strategies, developing and administering funding through a variety of federal and non-federal grants.
- Or an equivalent combination of education, training and experience which provides the knowledge and abilities necessary to perform the work as determined by Human Resources.

KNOWLEDGE, SKILLS & ABILITIES

- Knowledge of the concepts, theories, principles, practices, policies and procedures of public housing and mixed-finance program planning, development and implementation
- Knowledge of available affordable housing financing funding sources and application process and timelines associated with each.
- Knowledge of construction contract administration.
- Knowledge of federal regulations pertaining to affordable housing development, maintenance and capital improvement, specifically those related to HUD.
- Ability to analyze financial data and make appropriate recommendations regarding project funds.
- Ability to lead complicated projects with long timelines involving multiple internal departments and external parties.
- Ability to accurately prepare detailed pro-formas, financing applications, project budgets and schedules, financial models, and reports.
- Ability to organize work, set priorities, meet critical deadlines, and follow up on assignments with minimal supervision.
- Ability to effectively communicate verbally and in writing to individuals and large groups.
- Ability to establish and maintain effective and cooperative working relationships with RHA staff, RHA Board of Commissioners, residents, contractors, local and federal agencies, and the public.
- Ability to prepare and present effective public presentations to diverse groups.
- Ability to attend meetings outside working hours, and to travel to different sites and locations as required to perform job requirements.

WORK ENVIRONMENT & PHYSICAL DEMANDS

- Mobility, balance, coordination, vision, hearing, and dexterity levels appropriate to the functions performed. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- Work indoors in an office setting with the need to meet strict deadlines, regularly operate standard office equipment including computers, printers, telephones, and copiers.
- Stamina to sit for extended periods of time; vision to read printed materials; hearing and speech to communicate in person or over the telephone.
- Occasional standing, walking, bending, stooping, kneeling, reaching, pushing, and pulling.
- Occasionally lift, carry, push, and pull materials and objects up to 25 pounds.

ADDITIONAL REQUIREMENTS

- Obtain and maintain certifications, licensure or credentials that relate to the position as directed by the Authority.