



PHILADELPHIA HOUSING AUTHORITY JOB POSTING

Program Manager - Development

The Philadelphia Housing Authority, America's fourth largest public housing authority and leader in real estate development and property management seeks a Program Manager in the Capital Projects and Development department.

Education, Training and Experience Guidelines:

Possession of a Bachelor's degree in Real Estate Development, Construction Management, Urban Planning or a related field; AND two (2) or more years development planning experience; OR an equivalent combination of education and experience. Possession of a Master's degree in Real Estate Development, Construction Management, Urban Planning or a related field; AND five (5) years experience in development planning or a related field including two (2) years experience in public housing or another State or Federal agency is preferred.

Required Knowledge of:

- PHA organization, operations, policies and procedures; HR Manual and Union Contracts.
- HUD Regulations; Standard Operating Procedures.
- Principles and practices of real estate development.
- Federal and State regulations governing Choice Neighborhood compliance.
- Public and assisted housing, business development, training, education and community service.
- Organization and function of government, public and private agencies active in planning and program implementation of employment, business and training activities.
- Methods, procedures, and standards for maintaining program operations budget reports and operations records.
- Principles and practices of management, organization and administration.
- General office practices and equipment.
- Standard computer software applications.

Required Skill in:

- Overseeing and coordinating multiple real estate development projects and funding sources.

- Ensuring compliance with regulations governing public housing funding operations.
- Researching sources of funding for low income housing development.
- Operating a personal computer utilizing standard and specialized software.
- Research methods to provide current information and reports relating to employment, business, training education, community and support services.
- Prepares proposals to secure grant funding for low income housing development.
- Effective verbal and written communication.
- Interacting with people of different social, economic, and ethnic backgrounds.
- Establishing and maintaining effective working relationships with staff, PHA departments, employee groups, management, and the general public.

License and Certification Requirements:

- May require possession of a valid Commonwealth of Pennsylvania Class C Drivers License.

Physical Demands and Working Environment:

- Work is performed in a standard office environment.

Responsibilities:

Under general supervision, supports Philadelphia Housing Authority (PHA) real estate management through organizing, and coordinating development from the planning stage through funding and implementation. Ensures compliance requirements are clearly communicated to Development Department implementation staff. Actively pursues and attains grants to support development of low income housing communities and services for PHA and its clients; performs other related duties.

Responsibilities include:

- Prepares Low Income Housing Tax Credit, HUD and other capital funding applications, project schedules and fact sheets; development budgets and revisions, funder requisitions, tax credit delivery schedules, and project/grant close out documents and audits.
- Manages and directs consultants and vendors i.e. attorneys, financial consultants, market analysts, architects, environmental analysts.
- Manages and directs demolition, disposition and acquisition, syndication and procurement processes.
- Analyzes impact of proposed programs, policies and procedures and formulates recommendations for PHA.
- Reviews project budgets to ensure compliance with Capital Status Reports, reviews market studies, physical need assessments, project feasibility studies, RFP's and compliance documentation.
- Researches existing and potential development funding sources, government regulations and industry best practices as they apply to PHA.

- Stays abreast of new trends and innovations in the field of public housing development and program funding.
- Performs related duties and responsibilities as assigned.

All applications will be accepted through the Philadelphia Housing Authority's Jobs Board at www.pha.phila.gov/jobs.

The Philadelphia Housing Authority is an Equal Opportunity Employer.

Philadelphia residency is required within six (6) months of hire and for the duration of employment.