



Job Description

Project Manager

Tapestry Development Group, Inc. (Tapestry) seeks a full-time staff member to join this growing organization based in Decatur, Georgia. Tapestry is a 501(c)3 nonprofit organization that develops and preserves affordable housing for low- and moderate- income households in the Southeastern United States. It develops all types of affordable housing, with specialties in senior housing, affordable housing preservation, public housing conversions, historic preservation, and permanent supportive housing. This position will be responsible for managing current development projects and helping source new development opportunities. Qualified candidates would ideally have experience with projects including LIHTCs, HUD programs, and/or conventional multifamily development. However, candidates with various backgrounds in commercial real estate can be considered. The ideal candidate will have a mission-oriented focus while being a skilled, business-minded real estate professional. The intention is for the employee to work full-time from the Decatur, Georgia, office with some remote work likely to be acceptable. A fully remote job may be considered for a highly skilled employee. The employee will have extensive and ongoing training and professional growth opportunities including in-house workshops, training classes, webinars, and conferences. The job includes periodic day and overnight travel to job sites, offsite meetings, and conferences.

Responsibilities include:

- Manage all aspects of development projects, from project concept to stabilized operations. Specific tasks will include:
 - Coordinate all development team professionals, including architects, engineers, market analysts, attorneys, and general contractors.
 - Perform financial underwriting through the construction and management of financial models.
 - Prepare and submit financing applications, including management of all necessary project due diligence such as appraisals, market studies, surveys, environmental studies, architectural and engineering plans, and legal organization documents.
 - Oversee the closing process for acquisition, construction, and permanent financing.
 - Oversee project performance through diligent management of development budgets and critical path schedule.

- Assist President in originating new projects that support the business goals and mission of the organization. Specific tasks will include:
 - Undertake feasibility analyses of possible projects.
 - Cultivate relationships with stakeholders in the affordable rental housing development industry.
 - Perform site visits.

Qualifications:

- A minimum of 2 years of experience in real estate-related positions and a graduate degree in a related field (such as real estate, city/urban planning, finance, accounting, urban design, or public policy) or 4 years of experience in real estate-related positions.
- Deep commitment to the mission of affordable housing.
- Exceptionally high integrity in all professional responsibilities.
- Ability to work well independently while appreciating a team-oriented culture.
- Technical competency in development proforma modeling for multifamily properties.
- High aptitude for problem-solving in complex transactions with multiple parties; an ability to develop creative solutions and successfully implement tasks to achieve the desired outcome.
- Demonstrated capacity to maintain high energy and tenacity to lead project concepts to fruition, possessing the long-term goal orientation necessary for successful project completions.
- Organized approach to project management, including a strong attention to detail and the ability to manage multiple tasks simultaneously.
- Highly adaptable to continuous change within a dynamic industry; thrives in seeking innovation and possesses an eagerness to try new approaches for organizational and individual improvement.
- Demonstrated ability to succeed in leading teams through a collaborative approach to accomplish a complex transaction; possesses the personal security and self-knowledge to operate in some instances as the sole leader of a team and at other times, in shared leadership with partners.
- Wise decision-making capability in the midst of time-sensitive and ambiguous situations.
- Ability to develop and nurture relationships with diverse stakeholders.
- Willingness and ability to travel to job sites, conferences, and other meetings throughout Georgia and the Southeast. Travel outside Metro Atlanta may average 4-6 days per month.
- Entrepreneurial to accomplish a social mission.

Candidates interested in the position should send a cover letter and resume to Jon Toppen at: jontoppen@tapestrydevelopment.org.

For more information about Tapestry, visit www.tapestrydevelopment.org.