



Date: July 2024

Job Title: Assistant Project Manager (APM)
Asset Repositioning & Sustainability Initiatives
Real Estate Development & Asset Management

Location: 1605 University Ave, Bronx, NY / Hybrid

Bronx Pro Group is a women-owned, neighborhood-based firm dedicated to community development through affordable housing investments. Bronx Pro's mission is to develop high quality affordable housing that is sustainable and builds thriving communities. The company and its affiliates employ full time professionals and support staff engaged in Real Estate Development, Asset Management, Financial Administration, Construction, Property Management and Resident Services. Since 1998, Bronx Pro has completed over 3,500 affordable housing units along with commercial and community spaces.

The Development & Asset Management team at Bronx Pro Group is responsible for sourcing new business opportunities and overseeing them through construction and permanent loan conversion. In addition, the team is also responsible for the preservation of Bronx Pro's existing portfolio, including asset repositioning, refinancing and sustainability initiatives.

The APM will be an integral part of the Development & Asset Management team, with a focus on Asset Repositioning & Sustainability Initiatives.

Job Description

- Support project managers in the preservation of Bronx Pro's 3,500 units of affordable housing, in collaboration with partner developers, vendors, attorneys, government agencies, lenders, and equity investors.
- Assist in identifying at-risk assets and developing repositioning strategies for the long-term viability of Bronx Pro's portfolio.
- Stay abreast of best practices in energy efficiency and sustainability as related to existing buildings.
- Liaise with Property Management to understand property operations and capex needs.
- Support due diligence efforts related to refinancing, limited partner exits and recapitalization transactions for Bronx Pro's existing portfolio.
- Assist with financial modeling.
- Maintain clear understanding of key property documents, such as partnership, regulatory, loan and subsidy documents and their relevant obligations and opportunities.
- Assist with special projects and RFPs as needed.

Day to Day Responsibilities

- Complete portfolio analysis related to rents, utility consumption, operating expenses and property tax abatements.
- Research available incentives for weatherization, energy efficiency and sustainability upgrades.

- Coordinate applications to bring in new financial resources, such as Project-Based Section 8, Reso A, 610 Regulatory Agreement Amendments, and weatherization.
- Coordinate and ensure timely completion of deliverables such as appraisals, capital needs assessments, environmental site assessments, and disclosures.
- Track and compile checklists for due diligence required by financial institutions, legal team, and government funders to secure government approvals and financing closings.
- Schedule project calls, lead selected business calls, provide agendas in advance, take and disseminate notes.
- Keep team aware of project schedule, status updates, and critical path items; clearly communicate these to all development team members to ensure timely completion of all tasks.
- Support developing project cost statements, day of closing tasks (e.g. preparing letter of direction), and development budget forecasts.
- Process contracts and invoices, track development project expenses against budgets, update budgets and proformas.
- Assist in the completion of responses to Requests for Proposals and Requests for Qualifications, assuming increasing amounts of responsibility for application components.
- Prepare presentation materials for public meetings.
- Attend industry events and conferences.

Qualifications

- Direct experience with LIHTC and NYC/NYS preservation programs.
- Demonstrated interest in building sustainability and energy efficiency.
- Experience with financial modeling.
- Preference for Graduate Degree in Finance, Real Estate, Business or Urban Planning.
- Interest in working at a mission driven company.
- Knowledge of NYC affordable housing landscape.
- Strong interpersonal skills, ability to work collaboratively with co-workers and partners.
- Capable of communicating effectively with a wide variety of other partners, including but not limited to architects, attorneys, government officials, lenders, financing partners, and vendors.
- Entrepreneurial spirit and ability to work independently on multiple tasks and projects, set priorities for a challenging workload, and be a positive, solution-oriented professional.
- Strong analytical and organizational skills; strong critical thinking skills.
- Excellent written communication skills required.
- Proficient in Power Point, Excel, and Word at a high level of competence.

Salary Range: \$65,000 - \$95,000

Benefits: PTO, health insurance, 401(k) with employer matching, FSA, transit benefits, hybrid schedule and more.

Application

Please submit a letter of interest describing why you're a good fit for this position, along with a current resume. Applications should be submitted to recruitment@bronxprogroup.com and will be reviewed on a rolling basis. Selected candidates will be interviewed.

Bronx Pro Group is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.