



FULL CIRCLE communities

Assistant Project Manager, Chicago, IL

Full Circle Communities, Inc., is a mission-driven non-profit developer and manager of affordable housing. We achieve our mission collaboratively – with our residents, our communities, our industry partners, and our fellow employees.

We look for committed and enthusiastic individuals who are energized by our mission and the challenges of creating and operating service-rich affordable housing. We invest in our team members' growth as we expect them to invest in the growth of the organization.

We are currently working on several exciting developments including two mixed-income developments in Chicago's Jefferson Park neighborhood, a historic adaptive reuse of a former orphanage in Elgin, IL for families and persons with disabilities, a major rehab of a portfolio of family housing in Kalamazoo, MI, and several cutting edge permanent supportive housing developments in Detroit, MI. See our website at <http://www.fccommunities.org/> for more information.

Job Description:

The Assistant Project Manager will support the Real Estate Development team, and will report to a Vice President of Real Estate Development. While day to day responsibilities of the position vary considerably, an Assistant Project Manager at Full Circle will:

- Complete land use, project planning, and financial feasibility analyses with minimal direction from Project Manager
- Aid in the community engagement process to generate support and focus development objectives
- Assist Project Managers by interfacing with real estate brokers, municipal, county and state officials, and third party vendors including email and phone calls
- Lead the preparation of financing applications for affordable housing tax credits, tax-exempt bonds, Federal Home Loan Bank grants, rental assistance programs, responses to RFP/RFQs, and other affordable housing financing or grant programs.
- Lead due diligence; especially the management of closing checklists with supervision from Project Manager.
- Lead construction loan draws, disbursement requests, project close-out checklists, and compliance reporting with supervision from Project Manager.
- Research and track changes to Qualified Allocation Plans and similar policy documents to support development objectives and engage in policy research and data analysis when required.

Qualifications:

Candidates must have:

- An inquisitive mind and ability to thrive in diverse settings, whether in data entry and analysis, real estate negotiation, or community engagement
- Demonstrable experience with Microsoft Excel
- Strong attention to detail, technical writing and editing skills, particularly memos, emails and project narratives
- Two years of direct experience in real estate development, real estate finance, community development, community organizing, related policy research and advocacy, or urban planning



that includes transactional knowledge of low income housing tax credits, tax-exempt bonds, and other financing sources for affordable housing. A master's degree in urban planning, architecture, business or a related field can be substituted for one year of experience.

- Direct affordable housing experience including real estate financial analysis and project feasibility, financing applications, familiarity with closing checklists, and the construction process, including loan draws
- Community engagement experience around equity and housing affordability issues

Compensation:

The salary range for this position is \$75,000-\$85,000. Compensation and benefits are competitive and commensurate with experience. Benefits include health, dental, vision, IRA, life and supplemental insurance.

Full Circle Communities, Inc. currently has ownership/affiliated interests in and manages over 1200 apartment units in Illinois, Iowa, and Michigan. We are located in Chicago, Illinois, in the West Loop near UIC. Our corporate office functions in a relaxed, business casual environment. Some remote work flexibility is available. COVID vaccination will be mandatory starting in November 2021.

Employees are encouraged to explore their interests and define their own growth, and Full Circle is a committed partner in their career development.

Full Circle is proud to be an equal opportunity employer, and while we have a set of preferred qualifications listed, if you have other experience that you think is related, please apply.

Send your resume, cover letter and salary requirements to fcjobs23@gmail.com with the title/heading "Assistant Project Manager." A writing sample (a sole-authored document or excerpt no longer than 3 pages) a portfolio of comparable work, or other materials demonstrating relevant experience is appreciated.