



# FULL CIRCLE

communities

## Project Manager- Chicago, IL; Kalamazoo, MI; Detroit, MI

Full Circle Communities, Inc., is a mission-driven non-profit developer, owner, 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 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. In addition to our more traditional tax-credit development work, we are growing our acquisition pipeline of naturally occurring affordable housing (NOAH) and non-traditional opportunities.

### Job Description:

Full Circle is seeking a Project Manager to join our Real Estate Development Team to oversee all aspects of the development process, from initial concept through construction completion and initial occupancy for specific projects. The position reports to the Senior Vice President of Real Estate Development. Specific duties of the Project Manager include:

- In cooperation with the President/CEO, Senior Vice President and development team, identify development and acquisition opportunities throughout the Midwest and in targeted regions;
- Oversee initial project conception, market and policy analysis and financial underwriting;
- Assemble and coordinate the development team including architects, engineers, contractors, and consultants, including contract negotiation;
- Ensure site control and suitability, including zoning, entitlements, and compliance with environmental regulations;
- Engage civic and community leaders to generate support and focus development objectives, including leading and facilitating public meetings;
- Lead all aspects of project financing including initial underwriting, financing applications and negotiations, and closings;
- Lead all aspects of project construction including managing architects, engineers, contractors, and consultants
- Oversee all loan draws and disbursement requests including conversion and final close-outs;
- In coordination with Property Management, ensure leasing requirements and objectives are established and communicated;
- Direct and assign work to Project Analysts and Assistant Project Managers as needed.

### Qualifications and Skills:

The ideal team member will blend passion, creativity and an analytical mind in envisioning their development concepts, and will be persistent in seeing them through to completion. They will have



effective written and verbal communication skills, and be equally at home working on complex financial spreadsheets and communicating Full Circle's mission and vision within the community.

Candidates must have:

- Three years of experience in real estate development, real estate finance, community development, community organizing, related policy research and advocacy, or urban planning, with 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.
- Community engagement experience around equity and housing affordability issues.
- Strong attention to detail, technical writing and editing skills, memos, project narratives, financing applications, and presentation skills.
- Experience managing all or substantial portions of 1-2 developments including proforma analysis, financing applications, closings, and the construction process, including loan draws, monitoring and close out.

Strong Candidates will have:

- At least 3 years of experience working intimately on low income housing tax credit developments as development staff, a loan officer, development officer, underwriter, or similar.
- Experience managing substantial portions, if not the entire development process, for 3 or more affordable housing developments.

#### **Compensation & Benefits:**

The salary range for this position is \$85,000-\$100,000. Compensation and benefits are competitive and commensurate with experience. Benefits include health, dental, vision, IRA, life and supplemental insurance. Relocation assistance may be available for qualified candidates.

Full Circle Communities, Inc. currently has ownership/affiliated interests in and/or manages over 1,200 apartment units in Illinois, Iowa, and Michigan. We are located in Chicago, Illinois, in the West Loop near UIC, but due to our growth in Michigan would gladly consider remote employment in the Kalamazoo or Detroit area. Our corporate office functions in a relaxed, business casual environment, with some work-from-home flexibility. 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.

If you want to work with a like-minded team, please send your resume, cover letter, writing sample, and salary requirements to [fcjobs23@gmail.com](mailto:fcjobs23@gmail.com) with the title/heading "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.