

# JOB POSTING

## PROJECT MANAGER

Under the supervision of the Project Director, the Project Manager is responsible for implementing and managing the Agency's planning, fiscal, and construction initiatives.

The Project Manager is responsible for:

- Assisting in Agency submissions to HUD for the Annual Plan, Five-Year Plan, Public Housing Assessment Sub-System (PHAS) Reports, and Section 8 Management Assessment Plan (SEMAP)
- Assisting in performing community needs assessments and gathering related data, obtaining resident input regarding revitalization efforts, and coordinating public meetings, as needed, regarding assigned projects.
- Assisting in initiating bid documents (e.g., RFP, RFQ, etc.) for third-party professional service contracts, and leading or participating in Proposal Review Teams as they relate to assigned projects.
- Serving as point person for Capital Funds budgeted for use by agency departments other than Strategic Planning & Development (SP&D)
- Update the SP&D department as these funds are obligated under contract and/or PO, and ensure that all check requests are routed through the Director of SP&D for review and approval. Coordinating with IHA Chief Financial Officer (CFO) regarding audits, tax preparation, and any other state or federal reporting of entities owned by IHA, or an IHA affiliate.
- Tracking performance of IHA properties managed by third party property managers. Assisting with the accounting firm selection and monitoring audit and tax preparation of IHA limited owned partnerships.
- Reviewing proposed financing with project team and assisting with funding applications, as needed.
- Managing day-to-day operational aspects of assigned projects and resolving issues in a timely fashion.
- Preparing all required HUD or other fund-related documents, reports, and plans and coordinating submittal prior to established deadlines.
- Assisting the Resident Relations Department with tracking Section 3 compliance.
- Assisting Construction Manager with Davis Bacon compliance activities.
- Ensuring project documents are complete, current, and stored appropriately for auditing and HUD monitoring purposes.
- Managing project budget, initiating budget revisions, ensuring timely and accurate invoicing, monitoring receivables for projects and documenting approvals to initiate payment process.
- Assisting in preparing and submitting the Agency's annual operating and grant budgets; monitoring expenditures for budget line items.
- Assisting Senior Project Manager with Agency's homeownership program.
- Maintaining contact with Agency's financial department related to invoicing, expenditures, submittals to HUD and investors.
- Coordinating regular status meetings with project team, keeping project team well informed of any changes to the project, communicating and coordinating with the Construction Project Manager to stay abreast of all construction-related activity, and effectively communicating difficult/sensitive information tactfully.
- Coordinating project communications, including any publications, newsletters, and marketing materials and delivering engaging, informative, and well-organized presentations.
- Maintaining contacts with internal and external stakeholders, boards, and committees and provide information pertaining to the status of projects.
- Performing other duties as assigned.

Minimum Qualifications:

Bachelor's degree in Public Administration, Urban Planning and Development, Finance, or related field and at least five years of relevant work experience is preferred.

Knowledge of HUD regulations and Agency policies, procedures, and practices pertaining to various housing programs is required.

Knowledge of property management procedures and practices.

Ten years of relevant work experience, or an equivalent combination of education and experience may substitute for a college degree

Valid Indiana Driver's License required. Must be a resident of Marion County or willing to relocate within six (6) months from date of employment.

For consideration, please contact or send resume to:

Indianapolis Housing Agency  
Human Resources Department  
1919 N. Meridian Street  
Indianapolis, IN 46202  
Email: [jobs@indyhousing.org](mailto:jobs@indyhousing.org)  
Job Line: (317) 261-7232  
Fax: (317) 261-7176

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