

# JOB POSTING

## SENIOR PROJECT MANAGER

Under the supervision of the Project Director, the Senior Project Manager is responsible for planning, coordinating, implementing, and managing the Agency's planning and construction initiatives. This position is also responsible for the financial monitoring of construction projects and grants.

The Senior Project Manager is responsible for:

- Researching potential grant opportunities and implementing special projects that are consistent with the overall mission of the Agency.
- Conferring with management and providing technical advice on the potential impact of the project on such areas as organization, staffing, processes, and budget, and assuring smooth functioning of newly implemented systems or procedures.
- Coordinating public meetings, as needed, regarding assigned projects.
- 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.
- Creating, executing, and revising project work plans to meet changing needs and requirements.
- Preparing housing development proformas, including rental operating budgets and construction and development period cash flows.
- Reviewing proposed financing with project team, and leading preparation of funding applications.
- 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, documenting approvals to initiate payment process, and preparing payment requests with cost coding to the proper grant funding sources.
- Compiling all information for cost certifications, including paid invoices, lien waivers, insurance certificates, project schedules, etc. along with assisting independent auditors with construction cost certifications.
- 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, or marketing materials and delivering engaging, informative, and well-organized presentations.
- Responsible for performing and overseeing the accounting and financial activities related to projects and activities undertaken by the department, preparing and submitting annual operating and grant budgets, and monitoring expenditures for budget line items.
- Responsible for 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).
- Motivating team to work together in the most efficient manner and mitigating team conflict and communication issues to resolution.
- 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.

Ten years of relevant work experience, or an equivalent combination of education and experience that may be substituted 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  
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