

Job Description

Job title: Project Coordinator
Reports to: Director of Affordable Housing
Company: Travois, Inc.

Date: December 2019
FLSA Status: Exempt

Summary: The Project Coordinator is responsible for managing a portfolio of Low-Income Housing Tax Credit (LIHTC) clients. This includes marketing to potential and repeat customers, developing relationships with state allocating agency staff, monitoring the Qualified Allocation Plan (QAP) process, preparing applications for the financing of affordable housing projects in Indian Country (including but not limited to LIHTC, the Affordable Housing Program, Indian Community Development Block Grant, Capital Magnet Fund funding programs), soliciting investor offers for the purchase of clients' tax credits, and assisting in the closing process between tribal developers and equity investors. Project Coordinators collaborate with tribal developers, equity investors, and Travois team members on rewarding, fast paced, challenging, deadline-driven work.

Duties and Responsibilities:

1. Collaborates directly with tribal governments or tribal housing authorities to define, prepare, and submit applications for the development of affordable housing.
2. Manages client and investor relations during the application and closing stages by facilitating conference calls, due diligence collection, and traveling to meet clients.
3. Conducts research on funding opportunities for housing clients – including the LIHTC program and programs offered through State Housing Agencies, federal agencies, and the Federal Home Loan Bank system.
4. Develops an expertise in Section 42 of the IRS code and the Native American Housing Assistance and Self Determination Act (NAHASDA).
5. Collaborates with client, colleagues, and management to ensure projects are delivered correctly, on time and professionally.
6. Works independently on tasks assigned while actively communicating with the Director of Affordable Housing to provide updates on project status, timelines and deliverables.
7. Submits fully prepared applications to the Director of Affordable Housing for final sign off prior to submission to allocating agency.
8. Facilitates the creation, collection and review of loan, legal and contract documents and assists with the procurement of third-party services and reports during the preparation and closing of projects.
9. Demonstrates a working knowledge of technical documents and concepts, including but not limited to limited partnership agreements, financial models, investor returns and market trends.
10. Develops and implements a marketing plan for his or her client territory.
11. Reviews state QAPs and advocates for proposed changes in order to ensure tribal projects can fairly compete for LIHTCs.
12. Schedules and maintains adequate timelines to accomplish projects by due dates. Maintains work areas and departmental files and systems in a neat, orderly condition to ensure that other colleagues can find documents and provide for smooth operations, including regular use of Salesforce, Asana, and company server file systems.
13. Collaborates with other members of the Development Team, Travois New Markets, Travois Asset Management and Travois Design & Construction Services to develop new projects, establish new tribal client relationships, and share details on current status of projects.
14. Presents at conferences and before tribal councils and housing boards on subject matter related to funding opportunities for housing development in Indian Country.
15. Travels an estimated 25% of time on marketing trips, client visits, or industry conferences.

16. Performs other related duties as assigned.

Skills and Competencies:

- Excellent oral and written communication skills
- Ability to understand a highly technical subject matter and translate that knowledge to both a big picture and detail-oriented point of views
- Strong individual initiative and commitment to excellence
- Competitive spirit with an enthusiasm to complete the day-to-day tasks needed to meet our clients' goals and objectives
- Ability to prepare and effectively present to small and large groups with varying levels of understanding of technical topics
- Excellent client service and client relations
- Planning and project management skills, including effective time management, multi-tasking, organization, and problem solving
- Proficiency with relevant computer and software tools including Microsoft Office, Salesforce, Asana, and Prezi.
- Valid driver's license

Required Education:

Bachelor or Master's Degree in a relevant field. Relevant degrees include, but are not limited to, Finance, Public Administration, Law, Business, and Planning.

Physical Requirements of the Job:

- Ability to sit or stand at desk working for extended periods of time during the workday
- Ability to communicate verbally, in person and by telephone, with colleagues and customers in the office and around the country
- Ability to use a computer and communicate via the internet with colleagues and customers in the office and around the country.
- Ability to travel by airplane and drive a car to work sites
- Ability to walk around client sites doing inspections of LIHTC projects and visiting clients' offices

Work Schedule:

Monday - Friday, 8 a.m. to 5 p.m. Additional hours will be required depending on required travel and deadlines.