

**Proposed Duties of Neighborhood Investment Grant Project Manager
(3 year LTE or Contracted Professional Services)**

Responsible for originating, scheduling, coordinating, and implementing all aspects of development of affordable housing and mixed use projects. Projects may include new construction, rehabilitation, or acquisition of existing buildings for redevelopment. General job responsibilities include:

1. Coordinate and initiate negotiation of acquisition agreements
2. Identify members of development team and facilitate negotiation of contracts for contractors, engineering and architects.
3. Coordinates with contractors to monitor construction/rehabilitation progress
4. Coordinate request for proposals and contract bids
5. Coordinate and oversee work of development design
6. Prepare and monitor budgets, cash flow projections and project schedules
7. Facilitate preparation of city required approvals
8. Participate in community support campaigns
9. Prepare and present progress reports to stakeholders