



Position: LIHTC Project Manager/Coordinator
Organization: SBP - New Orleans
Reports to: CFO and COO - New Orleans

About SBP: SBP is an award-winning, innovative nonprofit organization whose mission is to shrink time between disaster and recovery. A leader in volunteer-driven, post-disaster rebuilding; SBP educates, advocates and improves the disaster recovery sector so that we can collectively achieve more for communities. With a team of 50 staff and 180 AmeriCorps members, SBP has rebuilt more than 1,100 homes across 8 states and shared best practices with many more.

SBP's vision is to embrace constant improvement, community-wide collaboration, and clear benchmarks to reduce human suffering caused by the tolls of delay in recovery. By pairing resilience training with recovery operations, we strive to reduce the need for our rebuilding services over time by increasing preparedness among vulnerable communities.

SBP encourages individuals that are hungry for change and eager to innovate to join our team so that we can change the future of disaster recovery together.

Overview

This full time staff member will assist with activities related to the design, pre closing requirements, financial closing, construction and property management of SBP's two Low-Income Housing Tax Credits (LIHTC) projects in New Orleans which will create 110 units of rental housing. The LIHTC Project Coordinator will work closely with the CFO and COO and third party professionals to assist with the following activities:

- Develop and manage a project management tool that will ensure the development team completes all requirements on time and accurately;
- Assist in monitoring that all required building, zoning and green requirements are met;
- Assist with providing the lender and investor the documents needed for the closing;
- Assist with meeting all requirements for the project as defined by the Louisiana Housing Corporation;
- Schedule and participate in regular meetings with the design team, lender, investor and attorney;
- Coordinate with HANO and property manager to complete all requirements on time and accurately;
- Provide regular communication about the progress on the projects to internal and external stakeholders;
- Participate in community engagement process;
- Track budget vs actual to ensure projects are on time and on budget and submit monthly draws;
- Ensure projects are compliant and oversee regular audits;
- Assist the CFO and COO with other tasks as needed in the accounting and affordable housing departments including but not limited to applications for additional funding from the Low Income Tax Credit Program, New Market Tax Credit Program in New Orleans and other markets.

Basic Qualifications

- Bachelor's degree in finance or accounting, or equivalent work experience
- One or more years of experience in financial services and/or real estate activities
- One or more years of CDC experience, or comparable work experience

Preferred Skills/Experience

- Knowledge of tax credit programs and/or commercial real estate finance
- Highly detail-oriented
- Proficient computer skills, especially Microsoft Office applications and financial spreadsheets
- Strong analytical and problem-solving skills
- Excellent verbal and written communication skills
- Proven leadership skills

Salary & Benefits

Salary is commensurate with experience. Company provides benefits package to include paid time off and health coverage.

To Apply:

Submit a tailored cover letter, resume, three professional references and salary history to careers@sbpusa.org. **Make sure to include “LIHTC Project Manager” in the subject line of your email.** We will follow up with qualified candidates - please do not call or email after submitting your application materials.

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SBP is an equal opportunity employer and adheres to all applicable city, state and federal laws regarding equal employment opportunity and hiring practices. All qualified applicants will receive consideration for employment without regard to age, race, color, religion, gender, creed, national origin, physical or mental disability, marital status, veteran status, disabled veteran status, or status as a member of any other protected group or activity. It is the policy of SBP not to discriminate against any individual, person, or group on the basis of disability and the intent of SBP to address any complaints that may arise pursuant to Section 504.