



## Job Description

**Position:** Project Manager

**Job Type/FLSA Status:** Full time/exempt

**Reports to:** Director of Housing Development

**Location:** Kansas City

**Company/Department:** Travois, Inc./Affordable Housing Team

### Position Summary

Project Managers are responsible for managing a portfolio of Low-Income Housing Tax Credit (LIHTC) clients, ensuring the successful financing and development of affordable housing projects in Tribal communities. Key responsibilities include marketing to potential and repeat customers, developing relationships with state allocating agencies, monitoring the Qualified Allocation Plan (QAP) process, and preparing and submitting funding applications. Funding sources include but are not limited to LIHTC, the Affordable Housing Program, Indian Community Development Block Grant, and Capital Magnet Fund funding programs. Another key component of the role is to collaborate with investor partners to facilitate the purchase of the tribal developer's LIHTC allocation. Project Managers lead the closing process between tribal developers, equity investors, attorneys, architects, and other stakeholders so that the project can achieve financial closing and construct quality, affordable housing in Tribal communities. Project Managers work closely with internal teams and external partners on rewarding, fast-paced, and challenging projects with strict deadlines.

### Positional Duties/Responsibilities

1. Collaborate with Tribal governments and Tribal housing authorities to define project goals and prepare and submit applications for affordable housing development.
2. Manage client, investor, and other stakeholder relations throughout the application and financial closing processes, including coordinating meetings, drafting and collecting documents, and conducting site visits as needed.
3. Research and identify funding opportunities for housing clients, including LIHTC and other relevant programs offered by State Housing Agencies, federal agencies, and the Federal Home Loan Bank system.
4. Develop expertise in Section 42 of the IRS code and the Native American Housing Assistance and Self Determination Act (NAHASDA).
5. Collaborate with internal teams and external stakeholders to ensure high-quality, professional deliverables are completed on time.
6. Independently manage assigned tasks while providing regular updates to the Director of Housing Development on project status, timelines, and deliverables.
7. Prepare and submit completed applications for final review and approval by the Director of Housing Development before submission to the allocating agency.
8. Facilitate the preparation, review, and collection of loan, legal, and contract documents, and assist in procuring third-party services and reports required for project closing.
9. Collaborate with Travois Architecture and Travois Asset Management to achieve project milestones after financial closing including, but not limited to, LIHTC and grant financial workbooks, grant disbursements, and other tasks as assigned.
10. Understand and apply knowledge of technical documents and concepts, including limited partnership agreements, financial models, investor returns, and market trends.
11. Develop relationships with existing and potential clients in assigned regions to ensure a continuous lineup of projects to maximize available LIHTC and other funding programs.

12. Review and advocate for changes to state QAPs and other funding guidance to ensure fair competition for Tribal projects seeking affordable housing funding.
13. Manage project timelines effectively to ensure all deadlines are met by due dates.
14. Maintain organized work areas and department files to ensure colleagues can easily access documents, supporting smooth operations. Regular use of Salesforce, Asana, and company server file systems is required.
15. Collaborate with members of other departments such as Asset Management, Architecture, New Markets, and Business Development to share details on current projects, develop new projects, and strengthen Tribal client relationships.
16. Present at conferences and before Tribal councils and housing boards on funding opportunities and project development in Tribal communities.
17. Perform other duties as assigned.

### **Travois Core Competencies (all positions)**

1. Keep management informed about any issues affecting the organization or their responsibilities.
2. Engage in continuous learning opportunities and seek independent solutions.
3. Manage and properly respond to internal and external correspondence through excellent oral and written communication skills.
4. Seek, receive, and apply feedback to improve performance.
5. Promote a culture of service.
6. Promote cooperation and effective relationships.
7. Promote an inclusive, welcoming, and diverse climate.
8. Exhibit resourcefulness, independent action, and professional judgment that is position-appropriate.
9. Act responsibly and take ownership of own behavior, actions, and decisions.

### **Minimum Requirements, Abilities and Expectations**

#### Education requirements:

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

#### Position-specific requirements:

- Project Management:
  - Strong planning and project management skills, including effective time management, multi-tasking, organization, problem-solving, and effective collaboration with multiple parties.
- Communication:
  - Excellent oral and written communication skills.
  - Ability to grasp highly technical subject matter and translate that knowledge into both big-picture and detail-oriented perspectives.
  - Competence in preparing and delivering effective presentations to both small and large groups with varying levels of technical understanding.
- Customer Service and Initiative:
  - Strong individual initiative and commitment to excellence.
  - Competitive spirit with an enthusiasm to complete the day-to-day tasks that meet our clients' goals and objectives.
  - Exceptional client service and relationship management skills
  - Passion for continuously improving the Affordable Housing Team's quality and services, with a strong desire for ongoing learning and growth.

#### Travel requirements:

- Approximately 25% travel is expected (typically averages 1 trip per month, although this could vary), consisting of marketing trips, client visits, and industry conferences.

- Travel may be required on short notice, but generally, trips will be planned in advance.

General requirements:

- Must have the ability to problem solve and think independently.
- Demonstrated ability to develop and maintain effective ongoing relationships.
- Strong planning, organizational, and time management skills.
- Professional integrity and sense of responsibility and accountability.
- Proficiency or ability to learn relevant computer and software tools including Microsoft Office, Salesforce, Asana, Zoom, Adobe, and Prezi.

Physical requirements:

- Ability to sit or stand at a desk working for extended periods 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 or client sites
- Ability to walk around client sites or construction sites
- Ability to lift and carry materials up to 25 lbs. for conferences and training events

**Our Values**

**Excellence:** We hold ourselves to high standards in service of our clients and each other because we believe our work is important.

**Service:** We help our clients no matter the size of the task with an attitude of humility and kindness.

**Sovereignty:** We follow the lead of our clients with open minds and a belief that their vision is best for their community.

**Resourcefulness:** We are adaptable in the face of obstacles and do what it takes to help our clients reach their goals.

**Compassion:** We care about our colleagues and partners as whole people, supporting their needs and aspirations.

Travois is an Equal Opportunity Employer. We respect and seek to empower each individual and support the diverse cultures, perspectives, skills, and experiences within our workforce. Our employees are offered competitive compensation, health and welfare benefits, paid time off, and professional development opportunities.

The above statements are intended to describe the general purpose and responsibilities assigned to this job and are not intended to represent an exhaustive list of all responsibilities, duties, and skills that may be required. Management has the right to add or change duties at any time. This job description supersedes all prior job descriptions for this position as well as rescinding all past and present job descriptions that do not reflect the current requirements of this position.

My signature below indicates I understand and acknowledge my job description:

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date