

## Job Description

**Position:** Associate Project Manager

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

**Reports to:** Director of Community Investments

**Location:** Kansas City

**Company/Department:** Travois New Markets

### Position Summary

The associate project manager is responsible for working independently to close NMTC transactions delegated by, and in close collaboration with, the director of community investments and complete all ongoing New Markets Tax Credit (NMTC) program compliance tasks for a discrete portfolio of compliance projects. This will require working collaboratively with QALICBs, CDEs and investors. For closings, the associate project manager will work closely with the director of community investments and Travois' legal counsel to lead the closing process. For compliance, the associate project manager will handle disbursement requests on behalf of both the CDE and QALICBs and manage the flow of funds associated with all ongoing payments throughout the compliance period. The associate asset manager is responsible for ongoing compliance tasks as needed such as, but not limited to client site visits, AMIS reporting, attending NMTC working group meeting etc.

### Positional Duties/Responsibilities

#### 1. NMTC Compliance:

- Check-in regularly with QALICB borrowers to build and maintain relationships for assigned portfolio of projects.
- Ensure a successful compliance period for QALICBs and avoid NMTC recapture by adhering to all NMTC lease and loan agreements in accordance with each project's unique structure including but not limited to collecting lease payments, timely debt service payments and the Leverage Lender receiving timely leverage loan payments.
- Review the closing binder immediately post close and prepare compliance manual including but not limited to QALICB, Leverage Lender & Tenant obligations for the compliance period in partnership with the DCI.
- Be familiar with Community Benefit Requirements as a benchmark for comparison with actual community impact information throughout compliance period. Asset manager should notify DCI and President about any significant divergence from projections.
- Ensure that QALICBs are engaged with a third party CPA firm to schedule the annual audit and tax return when applicable. Follow up regularly on the audit process.

- Collect and review the QALICBs quarterly unaudited financial statements ensuring cash on hand is within NMTC limitations, compare to projections and review any discrepancies and report to DCI or CFO immediately if attention is needed.
  - Collect and review the Project Sponsor or Guarantor quarterly unaudited financial statements when applicable
  - Assist QALICBs with completion of quarterly and annual compliance certifications.
  - Complete CDE quarterly and/or annual compliance certifications.
  - Assist QALICBs in completing annual community benefit reports.
2. Closing process:
- Schedule and manage regular closing calls.
  - Work closely with attorneys and accountants to ensure proper structuring of all NMTC investments.
  - Be fluent in the financial and operating details of projects during the closing and negotiation process.
  - Hold other parties accountable for commitments made and timelines proposed.
  - Lead the handoff of closed projects to the asset manager.
4. Other NMTC Tasks:
- Work closely with the Investor to disburse QLICB proceeds for projects in which Travois is the disbursing agent.
5. Travel:
- Annual site visits are required for each project under both the Travois New Markets & CNCDE allocation. The number of trips per year is variable dependent upon successful award of NMTC allocation.
  - Conferences such as but not limited to Novogradac NMTC and NAFOA.
6. Perform other duties as assigned.

### **Travois Core Competencies**

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 such as Accounting, Finance Public Administration, Law, Business, etc. or relevant work experience in a similar industry may be considered.

### **Position-specific requirements:**

- At least 1-3 years of in-depth experience in project management, sales, project finance or another related field.
- Excellent oral and written communication skills
- Strong individual initiative and commitment to excellence
- Ability to learn quickly about how to review project due diligence documentation such as construction and legal documents
- Excellent client service and client relationship skills

### **Travel requirements:**

- At least on site visit pre-closing per project and one annual site visits to each compliance project is required and the number of trips annually is variable dependent upon successful award of allocation (new project closings). Travel may be but not limited to 4 – 5 days monthly for both clients and/or attending conferences. Additional travel may be required.

### **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.
- Proficient with Microsoft Office, Adobe Acrobat, Internet applications, Salesforce, Asana, Prezi, and/or related software.

### **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

Please note: We will provide reasonable accommodations to qualified individuals with disabilities to ensure they can perform the essential functions of the job.

## **Mission, Vision and Values**

Our mission is to help our clients create communities where every family has a safe home and every person has a good job.

See our Mission, Vision and Values here: <https://travois.com/about-us/our-story/>

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:

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Name

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Date