



Job Description

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

Date: July 2022
Job Type: Full Time
Location: Kansas City, MO

About Us: Travois is a certified B Corporation that helps Indigenous governments and businesses across the United States build safe, affordable homes and create good jobs in thriving communities. We do this by providing financial consulting, architectural services, and compliance services.

Summary: The Project Manager supports the Travois Affordable Housing team through developing and managing a portfolio of Low-Income Housing Tax Credit (LIHTC) clients. This includes preparing applications to fund affordable housing projects for tribes, soliciting investor offers to fund clients' LIHTC developments, assisting in the closing process between tribal developers and equity investors, and advocating on behalf of tribal interests to state housing agencies. Each day, our Project Managers collaborate with tribal developers, equity investors and Travois team members on rewarding, fast-paced, challenging, deadline-driven work.

Requirements for the position include a bachelor's or master's degree, a proven track record of managing a professional project of some kind from start to finish, and we prefer at least one year of in-depth experience in finance, affordable housing, grant writing, law, or planning.

Because our business is very niche, we expect to train any new hires on our specific methods and processes. We are looking for an individual who is a creative problem solver, curious, compassionate, engaged in improving their community, and motivated to work through likely multiple potential obstacles during the process.

Travois offers a generous benefit package. Employees receive a 10% contribution to their 401(k), employer paid health care, 12 weeks paid parental leave, unlimited PTO and more.

Benefits:

- 401(k)
- Dental insurance
- Flexible schedule
- Flexible spending account
- Health insurance
- Health savings account
- Life insurance
- Unlimited Paid time off
- 12 weeks Parental leave
- Professional development assistance
- Tuition reimbursement
- Vision insurance

Travel:

- Requires an estimated 25% of the time or approximately 1 trip, 3-5 days per month for client and project site visits, industry conferences.

Supplemental Pay:

- Potential for Bonus pay tied to the business' profitability

COVID-19 considerations:

- All staff are vaccinated. Vaccine requirement for all staff.

Education:

- We prefer applicants with a bachelor's or master's degree in a relevant field, (ex. Finance, Public Admin., Law, Business, Planning, etc.) and at least one year of in depth experience in finance, affordable housing, grant writing, law, or planning. If you can make a compelling case why you're the right person for the job we will consider other fields of study as well.

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 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 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. 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
- Ability to work from home if necessary

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 visit client sites doing inspections of LIHTC projects and meeting in clients' offices

Work Schedule:

Monday - Friday, 8 a.m. to 5 p.m. Additional hours will be required depending on required travel and deadlines. We have flexible scheduling and unlimited PTO and work from home opportunities after initial training and onboarding period and with approval from department supervisor.