



JOIN OUR TEAM: PROJECT MANAGER, STRATEGIC INITIATIVES

We are seeking a hard-working individual who is passionate about serving Marion County and the people who call it home.

CHARACTERISTICS OF THIS ROLE

- Lead impactful projects through INHP's Lending and Real estate acquisition and development programs
- Take an active role in decision-making as it relates to new business opportunities
- Foster relationships with key individuals and organizations
- Promote change management to drive innovative ideas



POSITION PURPOSE

This position will provide implementation and oversight of assigned activities in four key areas within INHP: (1) INHP Program design and implementation; (2) Property Acquisition, Development and Management; (3) Single-Family Lending/Homeowner Development and (4) Community Lending.

In addition, this position will oversee high-priority projects in the above-mentioned categories which require considerable resources and high levels of functional integration. The incumbent will manage multiple and often simultaneous initiatives from inception through project completion.

SUPERVISOR: EVP, Strategic Initiatives

FLSA STATUS: Exempt

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

To be successful in this role, an individual must be able to perform in a high-quality manner the functions listed below. The company will make reasonable accommodations to enable individuals with disabilities to perform these functions.

OVERSIGHT

- Provide a high level of leadership and initiative exhibiting independence and accountability by clearing



barriers to team progress, promoting INHP, resolving conflicts and ensuring that project goals are achievable;

- Assist with the development and pursuit of corporate goals and budgets with clear and timely tracking of variances;
- Support efforts of INHP to provide superior customer service by ensuring effective coordination/integration with all departments;
- Provide regular and timely updates to EVP, Strategic Initiatives on status of assigned projects and programs;
- Continually apply knowledge of marketplace to develop programs in furtherance of INHP's mission;
- Display an entrepreneurial orientation towards new business opportunities by determining market needs, viable strategies to meet those needs, and implementing new products/programs;
- Support capital attraction strategies beyond traditional philanthropy;
- Propose application of best practices re: Federal, state, or local programs that may help INHP manage risk or improve results of programs;
- Monitor market conditions that may influence performance of programs and recommend strategies to minimize risk and/or maximize benefits;
- Communicate regularly with project stakeholders to appraise all regarding status of the project, issues impeding progress, and recovery of off-track tasks/items;

PROJECT MANAGEMENT

- Identify and communicate critical path decisions required to support key areas identified above;
- Provide a high-level of leadership to ensure timely and efficient implementation of initiatives;
- Administer contracts and projects in accordance with applicable standards, regulations, and reporting requirements;
- Manage project activities including scope of project, work plan, scheduling and deadlines, consultants, grants and budgets for project;
- Prepare and submit reporting documents;
- Responsible for assisting with the assembly of project team(s), assigning responsibilities, identifying appropriate resources and developing schedule to ensure timely completion of the project;
- Identify, assess, and implement strategic "opportunities" such as new products or programs or new strategic alliances or funding opportunities;
- Develop and recommend policies and/or procedures that are relevant to area(s) of responsibility;
- Assess and manage risk factors of INHP's programs;
- Support Philanthropy department initiatives;
- Maintain productive relationships with public, private and philanthropic partners;
- Make presentations, conduct meetings and build community consensus;
- Identify and promote "Change-Management" that addresses internal and external barriers to innovation while managing risks;



IMPLEMENTATION

- Assist EVP, Strategic Initiatives with all aspects of program design and implementation;
- Maintain progress consistent with agreed to project plans;
- Develop/maintain relationships with key persons inside or outside the organization to ensure successful implementation. Develop and foster strategic relationships with: City of Indianapolis, Local Civic, Nonprofit and Community Leadership, Financial Institutions, and National, State and Local Investors, and Donors;
- Support the negotiation of contracts working with legal counsel, EVP, Strategic Initiatives and counterparty as needed;
- Manage and implement project changes/interventions to achieve completion; act as a liaison to expedite projects or problem resolution;
- Delegate and manage the tasks of the other functional core team members. Make adjustments to correct project resource issues such as availability of resources;
- Ensure timely and accurate reporting of progress;

OTHER FUNCTIONS

- Ability to create and make presentations to diverse groups including INHP's Board of Directors, elected officials, and industry leaders (e.g. insurance and banking professionals);
- Ability to calculate various financial functions such as present value, payment amounts, internal rate of return, future value, and amortization tables;
- Ability to comprehend, coordinate and communicate financial data in a format understandable by a variety of audiences;
- Ability to create and/or interpret complex financial statements, proformas and budgets for corporations and real estate projects;
- Continually and critically analyze and improve the program delivery system to ensure it is effective, efficient and fulfilling strategic commitments;
- Continually provide effective and quality customer service;
- Demonstration of strategic and analytical skills;
- Working knowledge of and adherence to compliance requirements for all program areas;
- Excellent organizational, process, time-management, and logical-thinking skills;
- Manage, develop and document workflows and procedures that assist in the most efficient programs;
- Participate in company brainstorming and strategic-planning meetings;
- Performs other duties as assigned;
- Tolerance for ambiguity and changes in direction while maintaining focus of primary mission, a wide degree of creativity and latitude is expected;



EDUCATIONS AND/OR EXPERIENCE

To perform this job successfully, an individual will ideally have the following education and/or experience.

- Knowledge and/or experience in the following fields: project management, single family and commercial lending, commercial underwriting, property management, single family and commercial development, strategic planning, low-income housing tax credit financing, community development;
- Bachelor's degree and/or advanced degree or professional certification (e.g. Certified Public Accountant, Master's in Business Administration, Master's in Economics, Master's in Public Administration, etc.) Equivalent experience in real estate development and project management may be substituted for degree;
- Preferably five to ten years of relevant experience in finance, real estate development or brokerage, not for profit, government/public policy, affordable housing, project negotiation, communications and/or research (private sector experience preferred);

*This description is intended to describe the general content of and requirements for the performance of this position. It is not to be construed as an exhaustive statement of duties, responsibilities, or requirements. **Apply in person or at [INHP.org/careers](https://www.inhp.org/careers).***

WHAT IS INHP?

For more than 30 years, INHP has increased access to affordable housing and homeownership for Marion County families, and invested in community development activities that benefit Indianapolis neighborhoods.

We empower families who have low or moderate incomes — through education and one-on-one homeownership advising — to overcome barriers to homeownership and access mortgage financing.

At the same time, INHP works to increase the overall supply of affordable housing. We strengthen the community development system in Indianapolis by providing access to capital, leveraging technical resources and capacity, grantmaking, commissioning research, and partnering with community-based housing development organizations.

We believe everyone person in Indianapolis should have the opportunity to live in a safe, decent and affordable home in a vibrant neighborhood.

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LEARN MORE ABOUT INHP'S CORE VALUES, CULTURE AND EMPLOYEE BENEFITS AT [INHP.ORG/CAREERS](https://www.inhp.org/careers)
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