



## National Development Council

### **Position: Economic Development Asset Manager- Non-Profit Public Private Partnership (P3) Program for Social Infrastructure Portfolio**

NDC is currently looking for an Economic Development professional to fill an Asset Manager position to work with its growing portfolio of Public-Private Partnership (P3) real estate projects.

### **Organization: The National Development Council**

Since 1969 the National Development Council (NDC) has worked to create and implement economic and community development strategies that increase the flow of capital to urban and rural communities, establish finance programs, and help to create a professional economic and community development workforce. NDC offers a wide range of services, including development assistance, professional training, small-business financing, including debt and equity for residential, commercial, public, and nonprofit facilities. For additional information about NDC, please visit <http://www.ndconline.org>.

### **Position Summary**

NDC is the Owner of a portfolio of twenty Social Infrastructure projects nationwide. Project Sponsors include State and Local Governments, Public Universities and Non-Profit Institutions. Five of the projects are located in the northeast in NY and PA. The Northeast portfolio consists of seven parking structures with 5,367 parking spaces with 40,000 SF of ground floor retail/ office, and a 4,000 SF multi-tenanted office building. The portfolio includes the entire on and off-street parking system in Scranton, PA. There is one project in predevelopment and an active pipeline of projects in differing stages of development. The position's primary responsibility will be to represent the owner and provide asset management/project management services for the Northeast portfolio. Providing customer service and client support to our government and other public sector Sponsors for which the projects are operated will be the role's main objective in addition to project management support for new transactions during pre-development and construction.

### **Duties and Responsibilities**

#### Client Relations

- Act as primary point of contact for the Government/Non-Profit Sponsor relationship
- Attend and make presentations as necessary. May include meetings with various City Councils, Community Development partners, entity Board of Directors, etc.
- Oversee the professional property managers and any other direct vendor relationships at each project

#### Compliance relating to projects' financing structure

- Ensure project meets business terms of project documents
- Work with NDC financial management team, Trustee or other financing intermediary and ensure compliance and reporting requirements are met
- Manage annual insurance renewals

#### Financial results

- Review and approve:



- Annual operating budgets
- Vendor and other invoices
- Quarterly financial statements
- Annual financial audits

#### Project Management and Construction Monitoring

- For existing portfolio manage capital projects both large and small
  - Coordinate developing scope of work and bidding
  - Monitor projects thru completion
  - Review and approve invoices
  - Ensure various project funding sources compliance requirements are met
- For new projects support NDC lead Project Manager during pre-development and construction
  - Support contract compliance
  - Review and approve construction draw requests
  - Coordinate with Developer, contractor, architect and Government and public sector Sponsors, to work thru issues as they arise

#### Qualifications

The successful applicant will be expected work from the ABM Parking offices located on Adams Ave in Scranton, PA. Applicant will be expected to periodically visit projects located in the Northeast and NDC's NYC office at 663 Third Ave, New York, NY.

Four-year college education and a minimum five years' experience working in a role commensurate with the job duties outlined.

Experience in working with local governments. Commercial/institutional property management, construction/project management or real estate finance experience preferred.

Strong organizational and communication skills

Strong computer and internet research skills

Proficiency in Microsoft Office applications

Ability to work with minimal supervision

Interested candidates should submit a cover letter and resume to [careers@ndconline.org](mailto:careers@ndconline.org). **The position is open until filled.**

Competitive salary commensurate with experience. Comprehensive benefits package. NDC is an Equal Employment Opportunity employer.



NDC is a Great Place to Work Certified Company! [Click here](#) to see what employees say about what makes National Development Council (NDC) a great workplace.