



103 College Road East • Princeton, New Jersey 08540  
phone 609-987-0880 • fax 609-987-0850 • [www.nj.gov/njefa](http://www.nj.gov/njefa)

### **Associate Project Manager**

**New Jersey Educational Facilities Authority (NJFEFA) ([www.nj.gov/njefa](http://www.nj.gov/njefa))** is seeking a full time Associate Project Manager. Under supervision, will be responsible for interacting with Authority clients and directing the activities of teams of public finance professionals, managing transactions and grant-related financing matters from concept to closing, including: debt capacity and credit analysis, cash flow and structure modeling and reviewing all transaction related documents. The Associate Project Manager will also create and update credit books, monitor rating actions on college and university debt, prepare, review and evaluate responses to RFP's and develop spreadsheets with appropriate evaluation criteria, maintain proficiency in DBC and/or Adaje, and lead/support special projects as directed.

**Minimum Qualifications:** Bachelors degree with minimum three years experience in public and/or higher education finance. MBA in Finance, Accounting, or related field helpful. Demonstrable transaction management, credit analysis, ability to interpret complex financial documents and strong analytical/spreadsheet skills. Ability to multi-task and prioritize work. Excellent written and verbal communication skills. Strong organizational and planning skills. Proficient in Microsoft Office.

**Salary Range:** \$85,000 to \$100,000; commensurate with background and experience.

Interested applicants should submit a cover letter, resume and three (3) professional references to: **NJFEFA – Human Resources, 103 College Road East, Princeton, New Jersey 08540, or email to [resume@njefa.com](mailto:resume@njefa.com).**

*Pilot Telework Program - The NJFEFA currently offers a Pilot Telework Program through June 30, 2023. Eligible employees may request approval to participate in the Program for a hybrid work schedule, telecommuting 2 days a week from home.*

*The “New Jersey First Act,” N.J.S.A. 52:14-7 (L. 2011, Chapter 70) requires new public employees to reside in the State of New Jersey within one (1) year of employment. The New Jersey Educational Facilities Authority is an Equal Opportunity Employer and is committed to inclusive hiring and dedicated to diversity in our staff. We strongly encourage people from all groups and communities to apply.*

*SAME Program Applicants: If you are applying under the NJ SAME Program, your supporting documents (Schedule A or B Letter), must be submitted along with your resumé and cover letter. For more information on the SAME Program visit the website at: <https://nj.gov/csc/same/overview/index.shtml>, email: [SAME@csc.nj.gov](mailto:SAME@csc.nj.gov), or contact NJFEFA: [Resume@njefa.nj.gov](mailto:Resume@njefa.nj.gov).*

**Disclaimer:** Please note that the New Jersey Educational Facilities Authority has not adopted the provisions of Title 11A of the New Jersey Statutes (Civil Service). Thus, the Civil Service Commission will not play a role in or oversee the hiring process for this position.