

IMMEDIATE JOB OPENING: PROJECT MANAGER

COMPANY: MULLIN & LONERGAN ASSOCIATES, INC.
POSITION: PROJECT MANAGER
LOCATION: PITTSBURGH, or REMOTE
AVAILABLE: IMMEDIATELY
SALARY: \$70,000-\$80,000

Mullin & LonerGAN Associates is expanding its Pittsburgh office. We are a small housing and community development consulting firm searching for a knowledgeable and highly organized professional with an engaging and dynamic personality to service our housing and community development clients across the U.S. The work primarily involves providing technical assistance and HUD grant administration services to clients in more than 20 states. Focus is on the programs administered by the US Department of Housing & Urban Development and include the Community Development Block Grant, Emergency Solutions Grant, HOME and HOME-ARP programs.

QUALIFICATIONS:

- Minimum 5+ years of experience working in state and/or federal grant programs
- Must have technical experience in HUD's CDBG and/or HOME program, including but not limited to development of Consolidated Plans, Annual Action Plans and CAPERS
- Must have experience with IDIS, DRGR, HEROS
- Must have experience with federal financial management standards
- Ability to travel to client communities
- Master's degree preferred but not required
- Strong, effective communication skills, both verbal and written
- Proficiency in Microsoft Suite
- Strong organizational skills; ability to carry out an assignment within the context of benchmarks and deliverables
- Ability to work independently and on team projects
- Self-motivation with the ability to identify client needs and offer solutions
- Time management skills for organizing multiple deadlines and multiple clients
- Ability to conduct oneself professionally and to collaborate with clients on program planning, management, budgeting, etc.
- Meeting facilitation and presentation skills
- Ability to relate positively to local government employees and elected officials

PRIMARY JOB RESPONSIBILITIES

- Assist and manage clients with planning for their annual program year activities that are funded through HUD
- Develop documents associated with HUD's Community Development & Planning

Programs, such as Consolidated Plans, Annual Action Plans, Annual Reports, Program Policy & Procedure manuals, and more

- Provide technical assistance for clients (states, counties, and other units of local government) that receive federal and state funding, including program development and administration, development of policy and procedure manuals, preparation of environmental reviews, assistance with IDIS activity setup and reporting, and some training
- Participate in staff meetings and training sessions
- Travel to meet with clients for required meetings, public hearings, staff training, etc. Some travel will be several days in duration. Currently, interaction with clients is conducted virtually with some in-person meetings.

This is full-time position with a competitive salary and a full benefits package, including 401-K profit sharing, health insurance, disability insurance, and paid vacation and sick time. Actual compensation package will be commensurate with the candidate's experience and abilities.

E-mail submission of a letter of interest and your resume to billw@mandl.net

No phone calls, please.

M&L is an Equal Employment Opportunity company and does not discriminate against any person in employment regard to race, color, sex, age, ancestry, national origin, religious creed, marital status, having a GED rather than a high school diploma, handicap or disability, the use of a guide or support animal for disability, relationship to a person with a disability, sexual orientation, gender identity, veteran status or housing status.

06/01/2026