



Job Announcement

Project Manager

Korea Town Area

Salary: DOE

POSITION OPEN UNTIL FILLED

A Community of Friends (ACOF) was founded in 1988 with the goal of developing housing for individuals and families with special needs. Its mission is to end homelessness through the provision of quality permanent supportive housing for people with mental illness.

POSITION SUMMARY

Under the direction of the Director of Housing and Development, the Project Manager is responsible for all activities related to the development of at least two affordable multifamily housing developments.

Manage two (2) projects through the development process. This will consist of processing land use approvals, garnering community support, preparing funding applications, assembling the development team, supervising the design of the project, closing all construction period financing, monitoring construction, coordinating with Asset Management regarding lease-up and occupancy, closing of permanent financing and transitioning the project to Asset Management. Generally, the Senior Project Manager's projects will be the more complex and challenging projects within the development group's pipeline.

BASIC QUALIFICATIONS

- At least 2 years of experience as an Assistant Project Manager or 1 year as a Project Manager managing low-income housing tax credit projects.
- 1 year experience preparing proforma financials for low-income multifamily housing developments.
- Prepared at least one loan or grant application for low-income housing projects.
- Basic knowledge of financing sources available for affordable housing.
- Bachelor's Degree.
- Valid California driver's license.
- Ability to meet California minimum and ACOF insurance requirements.
- Access to a personal vehicle to be used to conduct ACOF business.

PREFERRED QUALIFICATIONS

- 2+ years of experience as a project manager.
- Prepared several LAHD, low-income housing tax credit, and HACOLA applications.
- Be able to close construction and permanent financing with minimal supervision.
- Strong knowledge of financing sources available for affordable housing.
- Bachelor's degree related field; e.g. urban planning, business, real estate development.
- Graduate Degree in related field; e.g. urban planning, business, real estate development.
- Proficiency in Microsoft Office Software (Word, Excel and Outlook).
- Ability to lift 20 pounds.