



## **JOB DESCRIPTION**

### **Project Manager**

---

Job Title:	Project Manager
Department:	Housing and Real Estate Development
Supervisor:	Senior Project Manager
FLSA Category:	Exempt, Professional
Position Status:	Full-time (40 hours per week) 9/8/80 AWW Schedule
Annual Salary:	Salary range based on experience and qualifications
Primary Office Location:	Central office

---

#### **Position Objective:**

Community HousingWorks (CHW), a nationally recognized nonprofit developer of affordable housing real estate projects, is seeking an individual to fill the position of Project Manager in our multifamily division. Primary job responsibilities will be to plan, coordinate, implement and manage all activities related to the development of affordable housing from acquisition through construction completion and permanent loan conversion. This position reports to the Senior Project Manager.

#### **Essential Functions**

1. Evaluates the feasibility of potential development opportunities; conceptualizes a development program in concert with organizational mission and goals and makes recommendations to supervisor and senior team.
2. Plans and implements review of all financial and physical due diligence needed to safeguard the organization's investments in real estate.
3. Plans and obtains entitlements, planning approval and all construction permits and approvals, and all wet and dry utility plans and approvals in conjunction with development team partners.
4. Represents the Organization to stakeholders and the general public. Strategizes and plans outreach to garner community support for projects. Attends and participates community and government organization meetings as needed.
5. Prepares and monitors project budgets and cash flow projections; Establishes and monitors time and cost schedules.
6. Researches sources of funding and maintains familiarity with threshold and screening criteria of key sources; Prepares and submits funding applications in order to secure funding to support predevelopment, construction and permanent phases for development.

7. Implements an approved selection process to recommend the hiring of development team members, contract consultants and financial partners appropriate to the subject project.
8. Strategizes and participates with supervisor in the negotiation, coordination and preparation of various development-related contracts, obtaining legal reviews as needed to minimize risk to the Organization and to secure project financing.
9. Manages the design process in conjunction with supervisor and senior team and coordinates design process with Asset Management, Property Management and Resident Services Departments as directed.
10. Manages the design and construction teams including architects, general contractors, engineers, construction managers and other consultants to ensure adherence to project budget and schedule, cost containment and quality control. Resolves related problems and concerns. Conducts and arranges regular site inspections and construction draw meetings. Personally inspects active construction projects not less than two times a month.
11. Monitors and, as necessary, prepares project financial accounting, contract payments, lender and funder reporting requirements in a timely manner.
12. Prepares and presents progress reports to supervisor, senior team, board of directors, board committees, and others as requested.
13. Assists in researching and prepares policy briefings for Agency, Supervisor and Directors as requested.
14. Coordinates transfer process with Asset Management and Resident Services staff after completion of construction and/or acquisitions of existing residential.
15. Other tasks as assigned related to real estate development, policy development, organizational budgets, planning and administration.

### **Knowledge, Abilities and Skills**

1. Ability to plan and manage the development of multifamily real estate projects. Knowledge of project management tools and principles.
2. Strong analytical abilities, computation, negotiation and problem solving skills.
3. Ability to make public presentations and to work successfully with community groups, government and private lenders, and low-income tenants.
4. Knowledge of budgets and finance and cost management.
5. Familiarity with various funding sources and application processes for affordable housing development.
6. Leadership and team building skills.

7. Basic knowledge of building construction. Ability to track and manage construction projects, subcontractors and project development participants.
8. Strong written and verbal communication skills.
9. Ability to work independently as well as with teams.
10. Strong computer skills in office automation and various software applications using spreadsheets, word processing, and databases including MS Office Excel, Word, PowerPoint and Project Manager and Adobe.

### **Education & Experience**

Required: BA degree in urban planning, public administration, accounting, business, real estate or related field and a minimum of four years project management experience with a real estate development firm or related business. Advanced degree in related field preferred. Experience with lender or investor organizations can be substituted as partial experience. Experience with low-income housing tax credit financing.

Desired Qualifications: Community planning and contract management experience; Knowledge of, or experience with, issues confronting of low-income communities and families. Spanish language ability a plus.

### **Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee is occasionally required to stand and walk, and drive a car.

The employee must occasionally lift and/or move up to 10 - 40 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

### **Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

### **Compensation:**

The annual salary range is based on experience and qualifications. CHW offers employees generous benefits, including:

- Health Insurance
- Dental and Vision Plan
- 401(K)

- Life Insurance and Disability
- FSA (Flexible Spending Account)
- Paid Time Off
- Paid holidays
- EAP (Employee Assistance Program)

**Community HousingWorks is an equal opportunity employer**