**Public Funding and DRE Manager**

What We Do

Habitat for Humanity Greater San Francisco believes in the power of homeownership to create generational impact. To this end, we build homes for first-time homeowners and sustain homeownership by helping vulnerable homeowners retain their home as an asset for generations to come.

Your Impact

You will play a key role on the Real Estate Development team providing broad project management support. Your primary areas of focus will be (1) to write grants and obtain public funding for new construction and neighborhood revitalization work in concert with project management, (2) the creation and initial operation of Home Owner Associations for new projects, and obtaining Subdivision Public Reports from the California Dept of Real Estate, and (3) general project management support.

Primary Responsibilities

**Public Finance (40%)**

* Research and identify federal, state and local public funding opportunities for new construction and neighborhood revitalization efforts. Establish compatibility with Habitat programs. Document funding terms, affordability levels, prevailing wage and ADA requirements, allowable expenses and other funder requirements.
* Monitor and maintain funding calendars by agency and program. Establish and meet registration dates, application cut-off dates, and documentation dates.
* Coordinate with project management and neighborhood revitalization staff during assembly of program narrative, budget/financial data, and other information involved in preparation of new and renewal public funding applications for timely submission.
* Work with legal counsel and PM’s on legal documentation, loan agreements, deed restrictions, etc.
* Establish and document compliance requirements for all awarded funding; complete and submit documentation and information as required on monthly, quarterly, or yearly basis. Provide outstanding stewardship for current government grants/awards, ensuring that reports and other requests/updates are submitted in advance of requested deadline.

**HOA and DRE (35%)**

* Work closely with PM, Homeowner Development, Finance, and outside legal counsel while managing the creation of master management documents and budgets for common interest development Home Owner Associations.
* Work closely with PM, subdivision processor, Homeowner Development, and HOA consultants while managing the filing of applications and obtaining Subdivision Public Reports for each project from the CA Dept of Real Estate.
* Work closely with PM in hiring and managing an HOA management company for each project. Sit on the HOA Board of Directors and attend regular HOA meetings for each project.

**Project Management (25%)**

* Assist where needed with the real estate development process, including pre-acquisition due diligence, financial analysis, feasibility studies, entitlements, community meetings, events, construction document coordination, permitting, development management, marketing and sales, project close-out and other aspects of development.
* Assist in preparing project reports for presentation to management, Board, potential funders, and other stakeholders.
* Attend events related to real estate development, such as ground breakings, grand openings, site tours, industry events related to policy and advocacy, workshops and trainings.

Skills

* Advanced knowledge and experience with local, state and federal housing financing programs; including HUD and CA HCD programs, local county programs, AHP, HOME, CDBG, local government, and/or other low-income housing programs.
* Excellent communication skills, both written and verbal, with a strong attention to detail.
* Strong interpersonal relationship skills, with a positive demeanor and ability to build rapport and credibility with a variety of stakeholders.
* Expertise at Microsoft Office Suite of software; ability to pick up other software applications such as Microsoft Project, Salesforce and Sage / Timberline.
* Keen ability to organize, prioritize and coordinate responsibilities for timely project completion in a fast-paced, deadline-oriented environment.
* Excellent analytical and research skills that demonstrates ability to innovate and think strategically.
* Experience working with CA Dept of Real Estate a plus, but not a requirement.
* Strong ability to collaborate and work effectively in a team setting.
* Strong ability to take initiative and remain self-motivated.
* Bachelor’s degree in social sciences, business administration or related fields.
* Strong interest in affordable housing policy and real estate development.
* Background or interest in non-profit housing and community development issues a plus.
* Able to work nights and weekends as necessary and travel to locations in Marin, San Francisco, and San Mateo Counties.
* Valid California’s driver’s license
* Ability to lift up to 20lbs

Work Environment

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, and filing cabinets. Regular travel to local meetings, government offices and project sites.

Benefits

Compensation for this role is competitive, DOE. This full-time position offers health, dental and vision insurance, chiropractic/acupuncture, life insurance, long-term disability, employee assistance program (EAP), Flex Savings Account (FSA), 403b retirement account, commuter benefits, and 20 days paid time off, 3 sick days, and 12 paid holidays.

Application Instructions

To apply, please submit a resume and cover letter through our application page: <https://recruiting.paylocity.com/Recruiting/Jobs/Details/129990>

*EEO: Habitat Greater San Francisco is an equal opportunity employer. Habitat Greater San Francisco strives to reflect the diverse community it serves. Applicants who contribute to this diversity are strongly encouraged to apply. Reasonable accommodation is available for qualified individuals with disabilities, upon request.*

Habitat GSF receives federal funds through Self-Help Homeownership Opportunity Program (SHOP) and is required by federal law, to the greatest extent possible, to provide job training and employment opportunities to Section 3 residents. \*Section 3 residents are defined as public housing residents or low-income persons who live in metropolitan area or non-metropolitan counties where HUD-assisted projects are located.