## project 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

HGSF seeks a highly motivated, experienced Project Manager to join our Real Estate Development team as we work through our development pipeline of medium and high density greenfield and infill projects. The Project Manager is expected to be able to advance new construction projects through the acquisition, entitlement, pre-development, financing, and regulatory permitting phases, and to work closely with the Construction and Homeowner Development Departments as projects and homes are constructed and delivered.

Primary Responsibilities

Acquisition & Development (70%)

* Conduct pre-acquisition due diligence including feasibility analysis and estimated timeline for procuring entitlements and completing construction, working closely with Construction group.
* Develop and maintain up-to-date project pro formas accurately reflecting the budget, financing plan, cash flow and timeline.
* Coordinate selection of and manage design team, including negotiating contracts with architects, consultants, and engineers, for conceptual and schematic design, entitlements, permitting, construction documents and value engineering.

Public Financing & DRE (25%)

* Responsible for obtaining public funding for projects, working closely with Public Funding Manager to research, identify, obtain and manage public funds from Federal, State and Local governmental sources.
* Lead work with legal counsel and Public Funding Manager to negotiate and finalize loan agreements and other documents for public financing.
* Lead work with DRE Manager in developing all legal documents for creation of HOA’s and for DRE filing for Public Reports.

Reporting (5%) and Inter-Departmental Support (on-going)

* Prepare project reports for presentation to management, board and subcommittees, potential funders, and other stakeholders.
* Coordinate with Construction, Homeowner Development Department, Fund Development, and Finance Department on an on-going basis.
* Manage an Assistant Project Manager to assist with project management tasks as needed.

Skills

* 4+ years of on-the-job experience in similar real estate development and finance role.
* Experience working with design consultants, regulatory agencies, and contractors negotiating entitlements, contracts, loan terms and loan closings.
* Experience in affordable housing, land use planning and podium construction a plus.
* Ability to work with shifting priorities and meet multiple deadlines, with minimum oversight.
* Ability to work independently while also contributing to a team environment
* Excellent written and oral communication skills
* Excellent organizational and prioritization skills; ability to manage an unpredictable workflow and possess the flexibility to respond thoughtfully and quickly
* Proficiency with Microsoft Office programs, databases, and software
* Must be able to pass background check (*In accordance with state and county law: convictions do not necessarily rule out employment, it depends on the nature and severity of the conviction and is evaluated on a case by case basis, check is conducted on last 7 years only.)*

Work Environment

This job operates in a professional office environment and on a construction job site. This role routinely uses standard office equipment such as computers, phones, photocopiers, and filing cabinets.

Physical Demands

This is largely a sedentary role; however, some filing is required. This would require the ability to lift files, open filing cabinets and bend or stand as necessary. Must be able to travel to job sites and navigate rough terrain.

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/132736>

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.