

EBALDC

JOB DESCRIPTION

Real Estate Development (RED) Assistant Project Manager

$70,000 - $90,000

East Bay Asian Local Development Corporation (“EBALDC”) is a nonprofit organization founded in 1975 that works with and for all the diverse populations of the East Bay to build healthy, vibrant and safe neighborhoods through community development.

As a member of the Real Estate Development (“RED”) team, the Assistant Project Manager will support senior staff (including Directors, Senior Project Managers, and Project Managers) to originate, schedule, coordinate, and implement all aspects of community real estate development projects.

Projects may include acquisitions of existing buildings, new construction and/or rehabilitation of structures for affordable housing, commercial, and other community-serving uses. This position provides broad exposure to the planning, financing, design, community engagement, and construction of these projects. Assistant Project Managers are generally expected to work in a focused manner on two or three projects at any one time, but may also assist in limited roles on several other projects, depending on project needs and timing.

Job Responsibilities:

* Assist senior staff to assemble and manage development teams including architects, engineers, contractors, attorneys, lenders/investors, and other professionals. Coordinate development team members and maintain cordial relationships to ensure adherence to project budget and schedule.
* Assist with coordination of internal project team members including EBALDC Property Management, Asset Management, Commercial Real Estate, Neighborhood Economic Development, and Healthy Neighborhoods staff to maintain involvement throughout the course of projects to ensure organizational goals are met.
* Assist senior staff in researching, preparing, and monitoring project budgets and schedules to ensure projects are completed on time and within budget. Assist in processing and tracking payables.
* Assist senior staff in researching, developing, applying for, closing, and administering funding sources to support development including (but not limited to): Low Income Housing Tax Credits, tax exempt bonds, State and Local loans, conventional loans, and grants.
* Assist senior staff in managing the design process in order to meet organizational objectives, budget, and schedule.
* Assist senior staff to secure all required governmental and utility approvals including entitlements and building permits.
* Assist senior staff in managing the construction process to ensure completion of high-quality developments on time and within budget.
* Assist senior staff with external stakeholder involvement, including attending/coordinating community meetings, planning sessions, public hearings, and other events as required.
* Assist in transition of properties into operations, including project close-out documentation and transfer of necessary information to departments that will be responsible for property operations.
* Assist senior staff to identify and evaluate potential new development opportunities. Assist in acquisition of new properties and development opportunities.
* Attend EBALDC organizational, departmental and board meetings as needed.
* Attend training and industry conferences that are recommended by supervisor.
* Other projects as assigned by RED Director or supervisor.

Required Qualifications:

* Strong interpersonal skills, including strength in both verbal and written communication. Ability to communicate clearly and diplomatically.
* Careful attention to detail. Thoughtful, methodical, and well-organized approach to work.
* Ability to demonstrate sound judgement. Proactive about seeking assistance and guidance from senior staff when encountering unfamiliar tasks and situations.
* Ability to balance competing priorities and work successfully to tight deadlines. Demonstrates a proactive approach to daily tasks.
* Strong problem-solving skills.
* Ability to work well in a team and build positive relationships. Strong conflict-resolution skills.
* Ability to adjust to changing situations and work under pressure.
* Interest in and aptitude for finance.
* Interest in and aptitude for design and construction.
* Commitment to community development and social justice.
* Proficiency with Microsoft Word and Excel programs.
* Bachelor’s Degree in Business Administration, Planning, Architecture or a related field.
* Valid U.S. Driver’s license.

Preferred Qualifications:

* Familiarity with basic accounting concepts, housing finance, budgets, and the real estate development process.
* Familiarity with business contracts.
* Ability to read architectural plans, specifications, and other design/construction documentation.
* Familiarity with fundamental construction concepts.
* Master’s Degree in Business Administration, Planning, Architecture or a related field.

Benefits:

Waiting for Sentence