



Jamboree

We're looking for dedicated team members to join Orange County's largest nonprofit developer of high quality affordable housing and services that transform lives and strengthen communities.

Title: Project Manager
Manager: Sr. Director,
Northern California
Status: Exempt, Full Time
Location: Sacramento, CA
Date: 11/9/2021

Apply directly at: <https://jamboree.synchr-recruit.com/>

Primary Objective of Position:

Responsible for managing development projects in the Northern California Office under the supervision of Senior Director. This includes existing and/or "in development" affordable housing projects from site selection and acquisition through predevelopment and construction completion.

Major Areas of Accountability:

- Manage tasks necessary to acquire, finance, determine project feasibility, design, entitle, construct, and lease up new construction and acquisition rehabilitation affordable housing projects,
- Create and monitor project schedules, address project related questions/concerns,
- Manage preparation of affordable housing applications including check lists, due diligence items, and interpreting regulations,
- Manage project financial projections,
- Develop budgets,
- Coordinate plans and specifications with design team and property management,
- Review, update & track development budgets,
- Manage project predevelopment schedules and budgets. Interface with accounting to submit draws,
- Manage the activities of various consultants including architects, soils and civil engineers, attorneys, and financial consultant crucial to the development process,
- Manage selection and hiring of design and other consultants necessary to develop the project; coordinates and monitors the work of the professional consultants; ensures work is finished and obtains internal approvals; manages contracts and billing process,
- Communicate with the design and development team to track deliverables and ensure timelines are met,
- Manage the entitlement and permit approval process,
- Work with public and private lenders regarding due diligence to obtain construction and permanent financing,
- Communicate and work with the construction team, manage construction draws and monitor the construction schedule,
- Work with Vice President or Senior Director to assist with the feasibility analysis of new development project,
- Manage terms under the Purchase and Sale agreements (P&S) including tracking and managing deadlines and documents with buyer, seller, title company and legal counsel,
- Participate in requests for qualifications and proposals and create PowerPoint presentations for Jamboree related activities,
- Manage the due diligence documentation to lenders, investors and partners,
- Attend community meetings as necessary, and
- Other duties as assigned

Level of Education, Experience and Skill Set:

- Well organized, detail oriented, and excellent analytical skills; proficiency in financial analysis using Excel, project management software, and word processing software such as Microsoft Word,
- Skilled at prioritizing and performing multiple tasks simultaneously,
- Staff training and management skills; enthusiasm and team building spirit,
- Good presentation skills; excellent oral and written communication skills,
- Ability to work effectively with community groups, including clients with diverse economic and educational backgrounds,
- An entrepreneurial and creative approach to problem-solving in the field of affordable housing and community development,
- Bachelor's degree or equivalent,
- Master's degree preferred,
- Three plus years' experience in housing development, business, finance, urban planning or a related field, preferably for a non-profit, government agency or private financial institution,
- Demonstrated experience with public and private affordable housing funding resources and subsidy programs, including low-income housing tax credit program, tax exempted bonds, and syndication proceeds; ability to creatively combine financing tools to leverage housing funds,
- Valid California driver's license and availability of an insured vehicle to travel within the California service area, and
- Job includes some evening and weekend hours.

Mandatory Vaccine Policy

Consistent with its duty to provide and maintain a workplace that is free of recognized hazards, Jamboree has adopted a mandatory vaccination policy for any newly hired employees effective October 1, 2021. This is to safeguard the health and well-being of employees and their families, our residents, and our communities from the risks associated with COVID-19. This policy is intended to comply with all state and local laws. It is based on guidance provided by the Occupational Safety and Health Administration (OSHA), the Centers for Disease Control and Prevention (CDC) and other public health and licensing authorities, as applicable. To assist any candidate who is disabled, has a qualifying medical condition that contraindicates the vaccination, or who objects to being vaccinated on the basis of sincerely held religious beliefs and practices, Jamboree will engage in an interactive process to determine if a reasonable accommodation can be provided so long as it does not create an undue hardship for Jamboree and/or does not pose a direct threat to the health or safety of others in the workplace and/or to the employee. Once Jamboree is aware of the need for an accommodation, Jamboree will engage in an interactive process to identify possible accommodations.

Physical Demands: & Work Environment:

The Project Manager is required to talk and hear. The employee is often required to sit and use their hands and fingers to handle or feel. The employee is required to stand, walk, reach with arms and hands, climb, balance, twist, lean, move from one location to another and to stoop, kneel, crouch or crawl. Vision abilities required by this job include close and far vision. Ability to operate a computer keyboard, and lift files and reports. Exposure to glare from a computer. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Must be able to lift 25 lbs and travel via automobile and/or plane 50%. The work environment will usually be in a professional office setting, with possible shared workspace. The noise level is usually quiet to moder-

JAMBOREE BENEFITS

