

POSITION ANNOUNCEMENT  
**SENIOR PROJECT MANAGER**



**Job Summary:** Responsible for originating, scheduling, coordinating, and implementing all aspects of the development of affordable housing and mixed-use projects. Projects may include new construction, rehabilitation, or acquisition/rehabilitation of existing buildings, including those owned/managed by CCDC. Supervises Assistant Project Management staff.

<b>Status:</b>	Full-time, Exempt, Regular
<b>Location:</b>	Chinatown neighborhood, San Francisco
<b>Hours:</b>	Monday through Friday, general business hours
<b>Salary:</b>	DOE; Comprehensive benefits

**The Organization:** A private non-profit founded in 1977, Chinatown Community Development Center believes in a comprehensive vision of community. We own and/or manage approximately 30 affordable housing buildings serving over 3,800 low-income seniors, single adults, formerly homeless adults, and families of diverse ethnic and cultural backgrounds in San Francisco's Chinatown, Tenderloin, Western Addition, and Polk Gulch neighborhoods. We also build housing, develop grassroots leadership, and engage low-income residents and youth. Our employees are passionate about the mission; thrive in a family organizational culture; and embody values of empowerment, teamwork, and compassion. Chinatown CDC serves a diverse population and is committed to hiring practices that provide culturally competent services. We encourage people of color to apply.

**General Job Responsibilities:**

- Initiate negotiation of acquisition agreements
- With the Construction Management staff, identify members of development team and negotiate contracts for the contractors, engineers, and architects
- Prepare and monitor project budgets, cash flow projections and project schedules
- Research and secure funding sources to support feasibility, predevelopment, construction and permanent loan phases of development
- Compile and submit application materials for all funding requests; negotiate terms and conditions for financing agreements; fulfill lender/investor requirements to fund
- Initiate and participate in community support campaigns and make presentations to city planning commissions or city councils as necessary
- Oversee preparation of zoning applications and other city required approvals
- Coordinate and oversee work of development design team to ensure adherence to project budget and schedule
- Prepare and submit loan reports and oversee loan fund draws through construction close-out\Work with Property Management staff to facilitate project transition from development to occupancy for both residential and commercial uses, including relevant funding restrictions and reporting requirements
- Prepare and present progress reports to Board of Directors and Project Committees

*Supervision*

- Supervise Assistant Project Managers (except Small Sites)
- Prepare Work Goals for Assistant Project Managers
- Perform Annual Evaluations of Assistant Project Managers

**Knowledge, Skills, and Experience:**

- Strong communication, interpersonal and conflict-resolution skills Well-organized and detail-oriented, with good problem-solving skills
- Ability to adjust to changing situations and work under pressure
- Ability to work in project teams
- Knowledge of local, state and federal housing financing programs
- Excellent written and verbal skills

- Proficiency with Word and Excel programs

**Minimum Qualifications:**

- Bachelor's Degree in business, economics, planning or related field, or equivalent training
- Three years' experience as Project Manager or equivalent in affordable housing development
- Two years' experience in real estate financing, housing rehab and new construction process
- Master's Degree in planning, business or other housing development related field preferred
- Demonstrated experience with construction phase of development preferred
- Bilingual in Cantonese language preferred

**To Apply:**

<https://chinatowncdc.applytojob.com/apply/mKTx22wDPg/Senior-Project-Manager>