



Job Title: Project Manager
Department: Real Estate Development
Reports to: Director of Real Estate Development
FLSA Status: 40 hours per week non-exempt
Hourly Rate: DOE

About Community Housing Development Corporation:

Community Housing Development Corporation (CHDC) was founded in 1990 with a vision of creating vibrant, safe, and diverse communities throughout our region where people of all ages can thrive within communities free of blight, crime, and pollution, where involved residents have access to affordable housing, education, health care, and economic opportunity. CHDC provides a broad range of affordable housing opportunities and services to enable low/moderate-income residents to gain better housing and financial stability. Our unique approach to community development engages residents at the grassroots level and ensures that the whole neighborhood and its residents' benefit from the affordable housing and the neighborhood services provided. CHDC develops housing for families of all sizes, ages, and people with disabilities. We emphasize affordability for people with incomes below 80% of the area's median income. Our for-sale properties are targeted at first-time buyers. Buyers are prepared and qualified to purchase through CHDC's Homeownership Program. As a certified Community Development Financial Institute (CDFI) we can make direct loans to first-time homebuyers, along with down payment assistance.

Our property management service has grown to include services that improve the quality of life for residents which include on-site financial literacy, social service after-school programs, education, career skill-building opportunities, and access to affordable transportation. CHDC is a Green Certified NeighborWorks organization. We also focus on using energy-efficient products in our existing properties and new developments, along with offering grants to purchase eco-friendly clean vehicles.

Nearly 30 years since CHDC was founded it remains to be a shortage of affordable housing for low and extremely low-income people in the Bay Area, which greatly impacts their long-term economic security. As an organization we're looking at how to advocate for the legal protection for renters and homeowners; increase the sheer number of housing opportunities for low-income families; and how educate our communities about their financial stability, so there is true equity and inclusion in the marketplace we're focusing on Race, Equality, Diversity, and Inclusion in our operations and decision-making policies. We're joining the larger conversation about racial equity within the affordable housing market, conversations that lead to action. We hope you'll join the conversation as it takes more than just talking about equity, equality, diversity, and inclusion, but that's where we can start. Learn more about Community Housing Development Corporation at communityhdc.org



Position Purpose:

The Project Manager (PM) is a full-time, exempt position, responsible for managing the project development process on multiple projects simultaneously. This position is highly visible in the organization and externally as a team leader and project developer. Responsibilities include, but are not limited to, determining project feasibility, developing, and managing project budget, establishing schedules for project phases, securing project financing from private and public sources, and working with the public agencies and local community groups during the development process. The Project Manager will provide support for projects through permanent loan conversion or project closing sales to ensure a smooth transition of the process from development through occupancy. The PM is also responsible for identifying, locating, evaluating, and negotiating new development site acquisition opportunities. The PM reports to the Director of Real Estate Development.

Essential Functions of Position:

Site Acquisition/Feasibility

- Research, locate, and evaluate site acquisition opportunities for CHDC's housing program(s)
- Team leader for due diligence coordinating with in-house development/property management staff, as well as others
- Prepare feasibility studies and develop project proformas
- Contract Negotiation
- Negotiate land purchase agreements and related vendor contracts

Project Financing

- Identify and secure public and private financing for projects
- Review and authorize all non-construction project invoices/expenses and submit for payment
- Monitor or coordinate disbursement/draw requests by accounting/bookkeeping staff
- Project Budgeting & Cash Flows
- Develop project proformas and detailed budgets and manage project costs
- Develop and regularly (monthly) update cash flow forecast/outlook through end of projects
- Monitor expense reports from Finance Department and provides corrections/explanation

Project Team & Partnerships

- Develop and maintain good working relationships with development partners and funders to achieve mutual goals



- Coordinate selection and monitor performance of architects, consultants, attorneys, engineers, and other project specialists and team members
- Coordinate project-related work of Fundraising, Homeowner Relations, and Construction Management departments to ensure adherence to project budget and schedule
- Coordinate and/or attend community meetings, design charrettes, or other community events

Planning and Permitting Process

- Coordinate CHDC's representation before public agencies and community organizations
- Oversee preparation of all necessary entitlement applications and other required approvals in coordination with the project team

Project Schedules

- Create and coordinate project schedules and maintain a process for the project team
 - Adherence and accountability to timelines

Project Reports

- Prepare and submit reports to funding sources for projects, in a timely manner
- Provide periodic reports on project progress or key issues and findings
- Regularly create/update project information for website and newsletter and provide to Development Department staff

Qualifications:

- Minimum five years' experience in housing/real estate development, real estate finance, or planning. At least three years experience as a Housing Development Project Manager
- Bachelor's Degree in business, real estate, or planning or equivalent experience; Master's in urban planning, Architecture, Public Administration, or Business Administration desired
- Experience and knowledge in developing affordable housing projects within budget and deadline constraints, from start to finish
- Experience in managing and coordinating multiple activities of project development from inception to completion preferably including nonprofit/affordable housing issues, policies, and procedures
- Strong financial background, preferably including affordable housing real estate financing
- Knowledge of public entitlement and funding processes
- Strong oral, public presentation, and written communication, skills
- Proficient in Microsoft Project, Excel, and Word, aptitude/willingness to learn other management software programs
- Ability to work in teams and coordinate diverse input into the development process
- Ability to seek creative solutions to situations as they occur



- Have a temperament that is suitable for the environment of a volunteer-run, nonprofit organization and the ability to create a work environment that is cheerful, productive, and inclusive
- Commitment to affordable housing development
- Ability to work effectively with different social and economic groups and guide community design process and acceptance
- Experience in design or engineering desirable

Physical Requirements:

- Must be able to remain stationary for extended periods of time.
- Requires the mental acuity to perform the essential functions as outlined in an accurate and timely fashion.
- Must be able to lift at least 20 pounds.

How to apply:

Please send the application to Rhuntley@communityhdc.org

Benefits:

Medical, dental, and vision Insurance, Life Insurance, AD&D insurance, Paid Vacation, Paid Sick Days, Paid Holidays, 403 (B) Retirement Plan 12 paid holidays + 2 Floating Holidays.

[Equal Opportunity & Equity Statement](#)

Community Housing Development Corporation is an equal opportunity employer that values diversity as central to our work serving the bay area. We comply with all applicable state and local laws governing nondiscrimination in employment. Our practices are in alignment with our commitment to workplace equity, diversity, and inclusion. We foster a work environment where our current and future staff feel welcomed without regard to race, color, religion, gender identity, national origin, sex, age, disability or sexual orientation.