



Building community from the heart

Company Name/Location:	PEP Housing
Job Title:	Senior Project Manager
Position Type:	Full Time, Exempt
Pay Range:	\$110,000-\$125,000 DOE
Location:	Santa Rosa, CA
Website:	www.pephousing.org

About the Company

PEP Housing has been building community from the heart since 1978. We build and manage affordable housing for seniors living on fixed, limited incomes. Our residents live independently in a beautiful, safe place while aging with the grace and dignity deserved by all. With 21 properties, over 650 residents and projects under construction, we keep busy!

Position Summary

Award-winning affordable housing developer is expanding the Development Team to manage significant growth and expansion into other markets. Reporting to the VP of Real Estate Development, the Senior Project Manager (SPM) will provide a wide range of tasks pertaining to the entitlement, planning, funding, development, and advocacy of PEP Housing's mission of building affordable housing for low-income seniors. This position is defined by the individual's ability to work with a wide range of individuals, community organizations, and governmental departments. The SPM will also work with each of PEP Housing's departments to continue the preservation of our properties or any special tasks at hand.

Principle Duties and Responsibilities:

- Responsible for researching and securing viable funding sources to support feasibility, pre-development, construction, and permanent loan phases of development.
- Oversee preparation and submittal of complete funding applications, including organizing and assembling reports, attachments, graphics, budgets, narratives, letters, certifications, and other documentation, as needed.
- Manage RFPs, selection and negotiations related to lender and equity investments.
- Lead in negotiations with lenders, investors, and grantors while incorporating reviews and approvals from multiple departments within the organization.
- Represent RCD and its development work at staff, Council, Supervisor, etc. meetings, as needed.
- Assign and oversee tasks assigned to support staff, as appropriate.
- Responsible for securing entitlements for new projects in the RCD pipeline.
- Research zoning and entitlements requirements and procedures.
- Oversee submission and approval of zoning applications and other required city approvals.
- Initiate and lead in community outreach and engagement work, including presenting to community groups, Planning Commissions, Design Review Boards, City Councils, Board Committees, etc.
- Oversee identification, selection and contract negotiations with development related vendors, consultants, and contractors.
- Manage design development process, using continuous input through the course of the project development and completion from Asset Management, Property Management and Services Departments.



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- Coordinate and oversee the work of the development team to maintain budget, quality, and schedule.
- Monitor construction work, ensure high quality work, and meet project schedules.
- Responsible for developing and maintaining multiple budgets and financial pro forma throughout the development process.
- Conduct feasibility analysis of new and existing properties.
- Develop and manage project budgets, cash flow projections and schedules from project inception through construction completion, including the implementation of cost containment strategies and value engineering processes throughout the project lifecycle.
- Manage transition of completed projects from development to operation.
- Oversee scheduling and coordination of marketing and lease up of properties.
- Ensure successful close out of funding and investor requirements.
- Manage complete packaging and transfer of project documents, agreements, and terms to Asset Management and Services teams.
- Assist with management and resolution of construction warranty claims through year 1.
- Participate in industry advocacy and marketing efforts for the organization.
- Participate in workshops and speaking engagements.
- Participate in advocacy efforts for the industry, as appropriate.

Education, Skills, and Experience:

- Bachelor's degree (B.A.) or equivalent, or four years related experience in low-income housing development and construction management.
- Experience with blueprint reading, bidding, weekly on-site meetings, etc.; a background in planning, business, community development, public policy, or a field related to housing is highly desirable, as is a passion for housing justice and equity.
- Experience or background in affordable housing development, planning, business, and real estate finance preferred; demonstrated strong collaborative and relationship building abilities with a wide variety of people, cross-functional teams, community-based organizations, banks, and lawyers with minimal supervision.
- Knowledge of local, state, and federal housing financing programs; including HUD 202/811, Low Income Housing Tax Credits, and Tax-Exempt Bonds preferable.
- Ability to conduct financial analysis and budget preparation.
- The ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community regarding housing development projects; ability to effectively present information to top management, public groups, and boards of directors.
- Effective oral and written communication, interpersonal and conflict-resolution skills; effective public presentation skills.
- Excellent organizational, time management and problem-solving skills.
- Ability to work in project teams and with a wide variety of individuals.
- Proficient with Microsoft Office products; advanced proficiency with MS Word, Excel, Outlook, Project, PowerPoint, and Google Sheets.
- Ability to work under pressure and successfully meet deadlines.
- Knowledge of and sensitivity to the concerns and needs of individuals living on limited incomes.
- Commitment to the company's goals and philosophy.



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PEP employees are as important as our residents. Our goal is to ensure both have a positive and rewarding experience during their time with PEP Housing. We value our employees, and we take pride in recognizing their outstanding talents and efforts. We are committed to the delivery of superior quality of services based on a foundation of honesty, integrity, and ethical treatment.

Benefits:

PEP's benefits include health/welfare plans (medical, dental, vision, Group Life and AD&D Insurance etc.); 401K plan; work-life benefits (paid vacation and 17 company holidays); Employee Assistance Program, career development opportunities through mentorships and continuing education programs and a great working environment with professional growth prospects.

How to Apply:

Please submit resume and cover letter with salary requirements to: Hr@pephousing.org.

We are an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, protected veteran or disabled status, genetic information, or any other protected category. Potential employees must submit to all pre-employment processes, to include DMV, reference and background checks.