



WHO We Are:

Self-Help started in 1980 with a focus on economic inequality especially in communities that have faced systemic barriers in building wealth. At the core of what Self-Help does is a drive to create and protect ownership and economic opportunity. In other words, we're committed to economic justice! Economic Justice means that all communities have the basic infrastructure they need to thrive, from high quality schools to grocery stores selling fresh foods resources that support opportunity at a neighborhood level regardless of demographics, income, or wealth. Since our founding, we've constantly sought to find new ways to pursue greater economic justice: from providing fair and affordable loans, to working with partners to demand that lawmakers change unjust policies.

We are seeking a Project Manager to join our Real Estate team in Oakland, CA!

Under limited supervision of the Director of Business Development & Project Management, the Project Manager – Real Estate will lead all phases of the commercial and residential real estate development process at Self-Help. This position will carry out this role by performing a wide variety of project management tasks as needed by the team, such as performing market research, creating financial pro formas, conducting due diligence, coordinating with community partners, closing financing, and working on other tasks related to project predevelopment, development, and asset management. The Project Manager – Real Estate will play a lead role on most of their projects and a supporting role on some, and he/she will be a key member of the Real Estate team's project management staff. This position provides significant autonomy so requires a highly motivated, independent worker who is both an individual contributor and a project team leader accustomed to working effectively facilitating groups of professionals.

WHAT You'll DO:

- Actively participate in identifying and evaluating potential properties for acquisition, including project idea conceptualization for both commercial and residential real estate.
- Perform detailed site analysis, including studying site constraints, zoning and entitlement requirements, and producing back of the envelope financial models.
- Develop complex pro formas that often utilize layered financing, including sources such as New Markets Tax Credits, Historic Tax Credits, Low Income Housing Tax Credits, and more.
- Perform market research to analyze project economics and verify assumptions used in pro forma models.
- Actively manage the property acquisition due diligence and closing process, including coordinating with third parties such as surveyors, attorneys, and environmental consultants.

- Research existing community planning documents and participate in community groups and neighborhood discussions to listen, learn, and build long-term individual and organizational relationships.
- Coordinate internal project team meetings, which typically include construction managers, leasing staff, and other Self-Help staff.
- Over time, build relationships with community members and stakeholders, including neighborhood leaders, property owners, government staff, and elected officials.
- Assist with the preparation and presentation of investment memoranda to secure Self-Help and third-party financing.
- Review and comment on legal documents such as leases, loan agreements, and other financing documents.
- Actively support the process of closing financing, including managing checklists, reviewing key documents, analyzing financial projections, and coordinating with financing partners.
- Work closely with external design and construction teams, alongside construction management colleagues.
- Monitor development budgets and project timelines.
- Communicate clearly and consistently with development partners, including tenants, community members, and more.
- Assist with leasing and other activities needed to complete and stabilize development projects.
- Assist with internal and external reporting requirements for projects underway and post completion.
- Assist with other asset management tasks as needed in coordination with colleagues.
- Act as a change agent to drive Self-Help's economic inclusion initiatives by integrating supplier diversity and the use of businesses owned by women and people of color in third party contracting and vendor management for relevant products and services.
- Participate in other special projects as needed, in order to support the Real Estate team.
- Help informally mentor newer and/or younger project management staff.
- Manage project management interns as needed.

WHAT You'll NEED:

- Bachelor's degree in real estate, Business, Urban Planning, Finance, Public Policy, Public Administration, Community Development or equivalent relevant experience. Master's degree in one of these fields strongly preferred.
- 5 years of relevant work experience in real estate development, project management, finance, community development or equivalent relevant experience.
- Significant experience with review of contracts, grant agreements, legal documents, or other demonstrations of legal reasoning.
- Some experience with negotiation and ability for strategic thinking.
- Prior supervisory experience preferred.
- Strong commitment to our mission – creating economic opportunity for traditionally underserved communities.

- Preference for working in organizations that place priority on teamwork and collaboration.
- Commitment to social and economic justice.
- Sensitivity to issues of low-wealth communities and a desire to work in culturally and socially diverse organization that strongly values collaboration.
- Excellent financial and analytical ability, as demonstrated by past experience and capacity to learn.
- Strong written skills, including proficiency in email and formal memorandum writing.
- Highly proficient verbal communication skills.
- Proven organizational skills and ability to manage and balance multiple tasks.
- Proactive thinking with detail-oriented and creative-problem solving approach, both as an individual contributor and as a member of a team.
- Excellent interpersonal skills, with the ability to work with a wide range of individuals and teams in diverse settings.
- Ability to effectively plan, prioritize, and follow-through on work and meet deadlines with minimal supervision.
- Team-based mindset and willingness to support broad team goals and initiatives.
- Ability to form and maintain strong relationships with internal and external customers.
- Ability to juggle multiple projects and work independently to meet goals and objectives.
- Ability to effectively coach and manage staff.
- Eagerness and comfort working in community settings with diverse groups.
- Proficiency with modeling complex real estate development pro formas in Excel.
- Proficiency with Word, Excel, Outlook, PowerPoint, and ideally other productivity tools.
- Ability and willingness to travel within and outside of the position's home state on occasion, plus occasional evenings, and weekends.

If you are interested in who we are and what we do; have a strong desire to work in an organization that places a high priority on teamwork and collaboration; and are interested in working to help create economic opportunity for all – THIS is the place for you! Click the “apply now” button to apply!

Compensation:

Competitive nonprofit compensation, based on experience, plus a generous benefits package. Salary range for Oakland, CA: \$100,300-\$150,279.

Self-Help is committed to providing equal employment opportunities to all persons, regardless of race, religion, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression (including transgender status), age, sexual orientation, military and veteran status, class or family status.