

An exciting opportunity is now open.

Senior Project Manager

\$139,130 - \$186,447 Annual DOQ

Or

Project Manager

\$126,357 - \$169,330 Annual DOQ

Opening Date: May 2, 2024

Closing Date: Open until filled.

(Interested candidates are encouraged to apply immediately for consideration).

The Santa Clara County Housing Authority (SCCHA) is the county's largest provider of affordable housing, helping make rental housing safe and affordable for approximately 20,000 low-income households.

How You Will Make an Impact:

The Santa Clara County Housing Authority (SCCHA) is the county's largest provider of affordable housing, helping make rental housing safe and affordable for approximately 20,000 low-income households. By embedding the innovative spirit of the Silicon Valley into our agency's culture, we are elevating our efforts to address the affordable housing shortage in Santa Clara County. To ensure equity and justice, we prioritize housing developments for extremely low-income individuals and families that embrace residents' lived experiences. Our resident-centered approach leverages our real estate capacity, talented staff, and community partnerships. SCCHA's Real Estate Development Division is a mission oriented, dynamic, and collaborative team, working closely together to creatively develop new affordable housing as well as preserve existing assets in service of the tenants and communities we serve.

SCCHA has a robust pipeline of affordable housing development in various stages of development. We are looking for a team member to join at either the Senior Project Manager or Project Manager role. The project management candidate has a unique opportunity to join a growing and dynamic team dedicated to providing affordable housing, all while growing their skillset and expertise developing complex multifamily affordable communities.

Why Join Our Team?

- *We are a mission driven local organization working to address one of the most significant crises our community faces.*
- *We are strategic and aspire to achieve big impacts.*
- *We are expanding our team in response to our growing pipeline and desire to extend our impact in the community.*
- *We are committed to seeking out and valuing diverse perspectives so that we can respond to and serve our diverse community.*
- *We are committed to caring for our staff, because we know that if we take care of our staff, they will take care of the people we serve.*

What We Can Offer You:

- *We offer a competitive salary schedule.*
- *Depending on position, remote/hybrid and relocation options may be available; we are on a 9/80 work schedule resulting in a 4-day workweek every other week.*
- *We support healthy lifestyles and provide a \$475 monthly wellness benefit for calendar year 2024. The wellness benefit will be \$200 monthly, beginning January 2025.*
- *We pay medical insurance up to \$1,780/month; and paid sick and vacation leave.*
- *We pay 100% of the dental and vision insurance for employees and dependents.*
- *We reimburse you up to \$5,250 per calendar year for advancing your job-related education.*
- *We provide a CalPERS defined pension plan that includes a post-retirement medical contribution upon qualifying.*

Learn more and apply today at www.scchousingauthority.org/careers

For Help: please contact the Human Resources Department at (408) 993-2934.

What Our Team Is Looking For:

Any equivalent combination of education and/or experience likely to provide the required core competencies may be considered. A typical combination that is qualifying may include:

Senior Project Manager: A bachelor's degree from an accredited four-year college or university with major coursework in affordable housing, real estate finance, public or business administration or related field; and three (3) years of progressively responsible experience in residential property development, acquisition, and/or rehabilitation, with an emphasis on securing and closing affordable housing funding sources. This includes but is not limited to preparing Low-Income Housing Tax Credits (LIHTC) funding applications and managing financing processes for construction closings, lease-ups, and permanent conversions. Experience directly supervising Project Managers with responsibility for affordable housing and development programs, budgets, activities, and staff is highly desirable and preferred.

Project Manager: A bachelor's degree from an accredited four-year college or university with major coursework in affordable housing, real estate finance, public or business administration or related field; and two (2) years of progressively responsible experience in residential property development, acquisition, and/or rehabilitation, with an emphasis on securing and closing affordable housing funding sources. This includes but is not limited to preparing Low-Income Housing Tax Credits (LIHTC) funding applications and managing financing processes for construction closings, lease-ups, and permanent conversions.

Possession of a valid California Driver's License and satisfactory driving record at the time of appointment is required as a condition of initial and continued employment only if the operation of a vehicle, rather than the employee's ability to get to/from various work locations in a timely manner, is necessary to perform the essential functions of the position.

Our Ideal Candidate:

The successful candidate will join a dynamic team of professionals and will possess the following skills:

- **Leader & Strategic Capability** – a mentor to inspire and motivate others, manages changes, adapts and influences others, has knowledge of the needs, functions, and goals of the organization.
- **Exceptional Communicator** - expresses ideas clearly and concisely both orally and in writing. Values the diversity and differences brought by others, build, and maintain interpersonal relationships.
- **Judgement & Decision Making** – a critical thinker and problem solver. Makes decisions in compliance with the law and Agency policies.

For a detailed description of the position's essential functions, please click the applicable link:

- **Senior Project Manager, click [HERE](#)**
- **Project Manager, click [HERE](#)**