

# Housing Development Project Manager

Bayview Senior Services - San Francisco, California, United States (On-site)

APPLY HERE - <https://www.linkedin.com/jobs/view/3994904469/?capColoOverride=true>

## **POSITION DESCRIPTION**

Under the direction of the Executive Director, the Housing Development Project Manager assists with managing all phases of real estate development for multiple projects including due diligence, feasibility analysis, predevelopment, construction, lease-up, project completion and close-out, and transition to property and asset management. This position will strengthen the infrastructure of the Agency's housing development partnerships and build internal capacity for BHPMSS to become an independent housing developer.

## **MINIMUM QUALIFICATIONS**

- A bachelor's degree in city planning, architecture or related field.
- Minimum of 2 years' experience working in a business environment or equivalent with exposure to real estate development, affordable housing, construction or urban planning.
- High degree of initiative, strong organization, demonstrated follow-up and follow-through skills, and an ability to work with a diverse group of staff, community members, funders, and consultants.

## **PREFERRED QUALIFICATIONS**

- One year of project management experience in real estate development with a strong preference for affordable housing development.
- Master's degree in city and regional planning, business, public policy, architecture or a related field.
- Understanding of San Francisco economic, social, political and real estate context.

## **PRIMARY RESPONSIBILITIES**

- Assist with entitlements and permit approvals from City planning, building inspection, and other agencies.
- Coordinate project design and programming decisions with internal departments and external partners, consultants, agencies, etc.

- Assist during the construction process including processing change orders, construction pay applications, and compliance with local government and lender requirements.
- Assist with construction and permanent financing applications. Help package materials for funding applications, periodic and regular reports, and special requests to lenders, investors and other funders.
- Work with supervisor to meet all partnership terms and obligations, document loan process.
- Schedule, coordinate, attend, and facilitate project-related meetings as necessary. Take minutes at these meetings as requested.
- Help organize, coordinate, document and facilitate escrow closings.
- Assist with bid and qualifications processes to select project consultants. Research, analyze and compile project information for monthly reporting, marketing and funding requests.
- Jointly with the Executive Director and project development team facilitates resolution of key development issues during all phases of the process.
- Create and maintain centralized electronic files for project records and project information binders.
- Prepare monthly development reports for communication to funders.
- Assist with community outreach duties as needed. Attend neighborhood, community, and project meetings.
- Coordinate logistics for special events such as groundbreakings and grand openings.
- Undertake tasks as may be assigned by the project management team.
- Process invoices, file, copy, and other general office duties as requested.
- Coordinate and prepare hand-off materials to operations team(s).
- Other duties as assigned.

#### **REQUIRED KNOWLEDGE, SKILLS & ABILITIES**

- Dedication to community-based production and preservation of affordable housing.
- Strong problem-solving and critical thinking skills with consistent attention to detail.

- Proficient computer skills and strong verbal and written communication ability.
- Proactively manage multiple deadlines and work well under pressure for multiple team leaders.
- Work effectively both independently and in a team, with keen ability to both give and follow directions.
- Facile with information technology, including Windows, Word and Excel.
- Highly organized and excellent time management skills.
- Excellent verbal, written communication and interpersonal skills.
- Ability to effectively present information to various parties and partners, verbally and written.
- Excellent judgement with proven ability to prioritize demanding work.
- Relate positively to people from diverse background and professional levels.
- Adapt to changing needs of the department as new projects and tasks arise.

### **ORGANIZATION OVERVIEW**

Bayview Hunter's Point Multipurpose Senior Services came into existence in 1971 to bring about racial equity in services for low-income African American seniors who did not have access to services that addressed their needs. The agency continues to provide seniors with the dignity, honor, and respect that they deserve by empowering them to meet the challenges they face to retain community, improve their health, and gain access to services and benefits. In response to an ever-growing need the agency is committed to investing in low-income housing opportunities to reduce outmigration and improve the quality of life for the people in the communities we serve.

### **GENERAL NOTIFICATIONS**

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

Bayview Senior Services provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics,

protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.