

THE OPPORTUNITY

Mosaic provides a unique opportunity to work on innovative, high-impact projects and influence policy direction on affordable housing serving low income and/or BIPOC communities. Mosaic staff work from a variety of vantage points to leverage change from the inside out or outside in. We are a small, collaborative, high impact team in the housing industry.

The Project Manager (PM) will manage development projects and provide financial consulting and technical assistance to Tribal governments as well as non-profit, public sector, and institutional clients. This position will have a special focus on working with Tribal nations to address housing and community development needs and working both internally and externally to create housing and community development resources. The PM is expected to take responsibility for specific projects and for specific tasks on larger team projects and to dedicate themselves to learning and growing in their capability over time. This position requires experience with exercising a high level of responsibility in performing tasks associated with the Acquisition, Development/Rehabilitation, Financing, and Construction, Risk Management, Underwriting, and the ability to provide Mentorship and Capacity Building. The PM position reports to the CEO/Principal.

Project Management Consulting Duties

- Identify opportunity sites or properties for future housing or community development both on trust and fee land,
- Carry out due diligence investigations ranging from zoning and general plan analysis, procuring and managing environmental and geotechnical engineers and other consultants to conduct investigations, and preparing financial feasibility analyses,
- Prepare financial applications including creating preapplication self-scoring analyses and financing application checklists and full application submittals for local, state and federal funding including tax credits and tax-exempt bonds.
- Solicit consultants and contractor bids, evaluate proposals, coordinate selection of design team, and negotiate contract terms, in compliance with applicable procurement policies,
- Manage and coordinate with the design and construction team from initial scoping, schematic design and design development through construction.
- Schedule and confirm meetings, conference calls, and meeting spaces.
- Take meeting minutes and organize/manage project files.
- Manage Project Setup, Preconstruction, Construction, and Post Construction phases of the development project, including project transfer and closeout tasks.
- Manage real estate and finance transactions including site and property acquisitions, predevelopment financing, construction and permanent loan closings and tax credit equity syndications.
- Work with client or partner supportive services representatives to draft plans or budgets and integrate into overall project budgets.

- Strategize and manage teams to build public support and secure required public approvals.
- Create and maintain detailed project financing proforma and manage project budgets.
- Obtain all debt, equity, and soft sources of finance and negotiate terms of financing.
- Deliver completed projects on time and on budget utilizing critical path schedule, project management and budgetary management tools.
- Represent Mosaic to clients, investors, government officials and staff, brokers, peers, others.

Government Technical Assistance & Financial Consulting

- Provide any requested technical assistance to further the housing and community development goals of the client.
- Manage assigned technical assistance assignments in a professional manner.
- Assist Tribal clients to develop strategic housing, infrastructure, and community development plans, backed by financial and risk analyses.
- Conduct financial analyses necessary to make recommendations for development, acquisition, or disposition of client owned or to be acquired properties/sites.
- Manage affordable housing development project underwriting and financial closings in accordance with agency provided guidance and policies, with supervision.
- Assist with the provision of project management services during the construction phase, i.e. review construction progress, pay applications, lien waivers, etc.
- Identify program improvements and necessary policy changes and provide financial analysis to support the creation and adaptation of the associated program and policy changes.
- Work with other Mosaic team members to create and modify trainings on diverse housing and community development topics.

Internal and General

- Operate as a team player within the company, i.e. work collaboratively on client projects to meet deadlines, share expertise, problem solve, identify and foster strategic partnerships.
- Prepare and present internal and external reports on project progress and engage and at times lead risk management strategy discussions and decision-making.
- Ability to multi-task and manage multiple projects.
- Adhere to internal policies and requirements, particularly regarding confidentiality and protection of proprietary internal and external resources and tools.

Required Experience & Education/Training

- This position requires a minimum of a master's degree in a directly related field, from an accredited higher education institution and two (2) years of related experience OR a bachelor's degree from an accredited higher education institution and (3.5) years of related experience OR a five (5) years of related experience.
- Candidate must have experience in the financing and development of affordable housing.
- Candidate must demonstrate cultural competency working with and for the betterment of BIPOC communities – experience working with or in Tribal government(s) preferred.

- Candidate must be proficient with operating computer software. Software includes but is not limited to Microsoft Office (Word, Excel, Outlook, PowerPoint, One Note), Adobe Acrobat, document control, project management (Smartsheets/MS Project/Other), cost control, and project management software.
- Candidate must be a self-starter and demonstrate that he/she is able to take the initiative and lead the team of design and construction professionals, manage client relations successfully, and deliver quality work products on time and within budget.

Required Skills and Abilities

- Candidates must be of high integrity and conduct themselves in a professional and ethical manner.

Working Conditions

- Most staff work two (2) days in person in the office to facilitate teamwork. Minimum of one (1) day in person in the office including weekly staff meeting days.
- Bimonthly and sometimes more frequent meetings to client offices or meeting or training locations.

Employment Type

Full-time

Job Functions

- Project Management Consulting
- Financial Consulting
- Government Technical Assistance
- Government Program/Policy Creation

Equal Opportunity Employer

Mosaic Urban Development is an equal opportunity employer and is committed to creating a diverse, equitable, and inclusive workplace. We strongly encourage qualified individuals from all backgrounds to apply.

Compensation

Salary for this position is based on experience and qualifications. The starting salary range is \$118,000 to \$130,000 depending on experience and qualifications. Compensation includes a competitive package of employee benefits including health, dental, vision, chiropractic, and 401(k) retirement plan.

Applications

Send Cover Letter and Resume to shiao@mosaicurban.org with the subject line “**Project Manager Candidate**” – [Your last name]”