



## JOB DESCRIPTION

Job Title: **Project Manager – Real Estate Development**

Classification: **Exempt**

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**POSITION SUMMARY:** Abode Housing Development specializes in Supportive Housing. The Project Manager oversees teams of vendors, consultants and general contractors and leads the process of developing multi-family affordable and supportive housing projects for formerly homeless, special needs, and low-income households. This position requires familiarity with all phases of the development process and can navigate various phases, including design, entitlements, financing, construction, lease-up and transition to operations. Knowledge of real-estate law and finance are required. The Project Manager is a high-level decision-maker that can identify and manage risks.

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### RESPONSIBILITIES:

#### Funding Applications/Due Diligence

- Draft and compile funding applications to private and government sources, including financial projections and narratives, ensuring all requirements are fulfilled.
- Research and report on regulatory requirements applicable to the design, financing/feasibility, and management of affordable housing development and rehabilitation projects.
- Lead due diligence studies; review, interpret, and report on findings to senior staff and make recommendations to mitigate risk.
- Independently lead escrow closings, coordinating and responding diligently to lender, investor, and consultant requests.

#### Development Execution

- Complete draw requests and pay applications for project funding sources. Assist with project accounting responsibilities, including expense coding and invoice/work order/payment application review for accuracy and adherence to approved contracts. Manage all payment approvals and timelines. Manage lender and funder requirements during construction, and process pay applications and disbursements.
- Track project deliverables and changes to scope, budget, and schedule throughout implementation, including attending construction meetings. Synthesize relevant information to communicate project status to internal and external partners.
- Monitor and prepare progress summaries of development activities for management.

#### External Engagement

- Coordinate development activities with community stakeholders, development partners, and design professionals.
- Organize community engagement events to solicit community input on projects.
- Manage vendor and consultant teams, holding them accountable for deliverables. Present and negotiate competitive proposals for services and coordinate scopes of work to meet project needs.

#### Portfolio Pipeline

- Draft responses to Requests for Proposals; analyze and recommend contractor bids; monitor progress; and process invoices for rehabilitation projects on existing assets in coordination with property management.
- Perform financial analysis and feasibility studies of new housing development sites for the agency, including capital sources and uses, operating income and expenses, and potential debt service.

#### Organization

- Prepare correspondence and drafts (external and internal), including memos, letters, reports, presentations, agendas, meeting materials, and minutes.

- Organize project collateral, files, and electronic data. Scan and file all project-related documents in the appropriate project folders.
- Other duties as assigned.

#### **REQUIRED QUALIFICATIONS:**

- Bachelor's degree in Construction Management, Civil Engineering, Business, Urban Studies, Planning, Architecture, Finance, or a related field.
- Strong knowledge of real estate and affordable housing finance, including financial analysis, as well as real estate law (strongly preferred).
- Demonstrated interest and experience in affordable housing and/or social justice.
- Minimum of 3 years of experience in construction-related project management.
- Minimum of 2 years of experience in affordable housing development.
- Excellent verbal and written communication, organizational, and time-management skills. Self-motivated with the ability to proactively create and improve processes to support position responsibilities.
- Outstanding communication skills and a high degree of emotional intelligence and cultural humility, with a proven record of building and maintaining effective relationships with a wide variety of internal and external stakeholders.
- Strong analytical and problem-solving abilities with meticulous attention to detail.
- Ability to work effectively both independently and collaboratively within teams.
- Exceptional interpersonal, organizational, and communication skills; integrity; respect for confidentiality; and sound judgment and decision-making abilities. Highly organized with the ability to manage competing priorities.
- Ability to quickly grasp and synthesize new concepts.
- Use of a personal vehicle required, along with proof of a valid and current California driver's license, current auto insurance, and a clean DMV record.
- Proficiency in Microsoft Office.

#### **PREFERRED QUALIFICATIONS:**

- Knowledge of California and Federal State affordable housing programs
- Experience in securing entitlements, zoning/planning approval, building permits

#### **PHYSICAL REQUIREMENTS:**

- Communicating with others to exchange information; seeing to read a variety of materials.
- Manual dexterity for use of keyboard, tools, controls; repetitive motion that may include the wrists, hands, and/or fingers.
- Remaining in a stationary position, often standing, or sitting for prolonged periods, while at a desk or working on a computer.
- Ability to drive and sit in a car for prolonged periods of time.
- Ability to move between floors, ascending and descending stairs.
- Light work that may include moving or lifting objects up to 25 pounds.
- Ability to squat, bend at the waist, crouch, reach overhead and horizontally, and kneel.

#### **WORK CONDITIONS / ENVIRONMENT:**

- Must be able to work in a shared office environment with moderate to high noise level with frequent contact and interruption.
- Multi-level buildings with stairs and/or ramps.
- Some travel by car throughout the county region and surrounding areas.

**Notice:** This description is to be used as a guide only. It does not constitute a contract, commitment or promise of any kind. Abode Services reserves the right to change, add, delete, upgrade, or downgrade the position as dictated by business necessity at any time with or without notice.

**Abode Housing Development is an Equal Opportunity Employer/Drug Free Workplace**