



Associate Project Manager

Department: Real Estate Development
Reports to: Senior Project Manager
FLSA Status: Exempt

Position Summary: The Associate Project Manager (APM) position works closely with the Senior Project Manager (s), and the VP of Real Estate Development to promote, preserve and develop affordable housing in keeping with SAHA's mission. The position is responsible for supporting all stages of affordable housing development for up to three active development projects at any given time (depending on size, complexity, and development phase of the projects) and works alongside Senior Project Manager(s) to ensure that objectives of each project are accomplished within prescribed time frames and funding parameters.

Essential Duties & Responsibilities include but are not limited to the following:

- Supports all stages of affordable housing development including feasibility analysis, pre-development, design, project financing, construction, loan close-out and transition to property management for up to three (3) development projects at any given time under the guidance of the Senior Project Manager and the VP of Real Estate Development.
- Develops and maintains relationships with federal, state and local funders, government agencies, community and neighborhood groups, development partners and industry professionals. Engages in advocacy and represents SAHA at public hearings and other community meetings to garner approvals and support for projects and other initiatives.
- Prepares competitive funding applications to support, acquisition, construction, and permanent financing phases of development.
- Working closely with the Department VP or other senior staff, supports feasibility studies and develops pro-forma financial projections for new projects.
- Coordinates with development team members including architects, engineers, contractors, legal counsel and financial consultants.
- Prepares project payment applications to government and commercial lenders in coordination with the accounting department.
- Participates in collaboration with the property management department on the development of operating budgets and supports the transition to occupancy and the long term viability of a property.
- Participates in the collaboration with the resident services department to support the preparation of supportive service plans and sources of necessary funding.
- Participates in strategic planning and development of long-term growth objectives.
- Maintains project files; prepares files for removal to off-site storage at project close out.
- Other duties as assigned by management.

Qualifications: Knowledge, Skills and Abilities:

To perform this job successfully, an individual must be able to perform each duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

- Bachelor's Degree in related field and two years work experience in the non-profit or governmental sectors, or related field, or combination of education and relevant experience.
- Must demonstrate successful track record leading projects or initiatives that included at minimum a budget, schedule, and multiple stakeholders.
- Must demonstrate knowledge and familiarity with the real estate development process.
- Must demonstrate knowledge of State and federal housing policies and funding programs.

- Must be highly skilled in MS Office (Excel, Word, and Outlook).

Abilities and Attributes

- Commitment to SAHA's mission.
- Excellent written and oral communication skills.
- Strong work ethic with ability to handle daily responsibilities and projects with minimal direction.
- Willingness to learn.
- Excellent organizational, time management, and problem solving skills.
- Ability to work under pressure and successfully meet deadlines.
- Must have effective interpersonal and conflict-resolution skills.
- Must be accurate and highly detail-oriented with follow-through skills.
- Must be pro-active in identifying and proposing viable solutions with the ability to exercise sound judgment in all matters.
- Must be able to work collaboratively with project teams, different levels of management, funders, government agencies, and a wide variety of individuals.
- Knowledge of affordable housing funding sources.
- Ability to perform detailed financial analyses of housing developments.
- Ability to read and interpret, legal documents and other complex documents.

Certifications or Licenses

- Valid CA Driver's License required, along with proof of insurance (DMV check will be required).
Note: Reliable means of transportation to the office and off-site meetings throughout the Bay Area is also required.

Mathematical Skills

- Must be skilled in developing spreadsheets, calculating financial projections and interpreting complex graphs and charts. Must have mathematical skills at an intermediate level.

Physical Demands:

- Sitting at a desk and using a computer/laptop for extended periods of time, along with the moderate use of a telephone.
- Walking, standing, bending, reaching and intermittently twisting to reach objects near workstation. Occasionally lifts or moves objects which may weigh up to 15 pounds.
- Position requires driving approximately 20% of time to properties within SAHA's portfolio, site locations currently in development, and local and regional meetings throughout the Bay Area that may be several hours from SAHA's main office.

Work Environment:

This job is mainly conducted in an open office environment where noise and temperature variations are minimal. Periodic attendance at meetings or hearings in non-company buildings and job sites with various environmental conditions is also required. Considerable stress may occur with occasional long hours. Attendance at evening and weekend meetings will be required.

This job description is not inclusive of all responsibilities, skills, requirements, efforts or working conditions associated with this position. While this job description is intended to be an accurate reflection of the current position, management reserves the right to modify the position or to require that other or different tasks be performed when circumstances change. This job description replaces all previous descriptions for this position.

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