



Project Manager

Department: Real Estate Development
Reports to: VP or Director of Real Estate Development
FLSA Status: Exempt

Position Summary: The Project Manager (PM) position works closely with the Vice President or Director of Real Estate Development to promote, preserve and develop affordable housing and mixed-used project in keeping with SAHA's mission. The position is responsible for overseeing 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 ensures 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:

- Oversees and coordinates 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.
- Develops and manages relationships with federal, state and local funders, government agencies, community and neighborhood groups, development partners and industry professionals. Represents SAHA before government agencies, planning and zoning commissions, city council, and other community meetings to garner critical support and governmental approvals for potential projects.
- Researches and secures funding to support, pre-development, construction, and permanent financing phases of development.
- Working closely with the Department Director or Associate Director, conducts feasibility studies and develops pro-forma financial projections for new projects.
- Develops detailed financial analyses and budgets.
- Identifies and manages development team members including architects, engineers, contractors, legal counsel and financial consultants. Manages progress of all team members through project completion.
- Prepares all project payment applications to government and commercial lenders in coordination with the accounting department.
- Collaborates with the property management department on the development of operating budgets and facilitates a seamless transition to occupancy and the long term viability of the property.
- Collaborates with the resident services department to prepare supportive service plans and identify sources of necessary funding.
- Provides assistance and mentoring as necessary to interns and junior project management staff.
- 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

- A minimum of two years of direct experience in affordable housing development project management or affordable housing project finance is required.

- Prior experience and success having lead responsibility for at least one major phase of housing development (including planning & entitlements, financing, construction, and/or conversion to occupancy) is strongly preferred.
- Experience managing building re-syndication and renovation projects is preferred.
- Master's Degree in planning, public policy, or a related field is desirable.
- 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.
- Highly independent, with ability to handle daily responsibilities and projects with minimal direction.
- 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 concerning site acquisition, predevelopment activities, construction financing, and permanent financing.
- Ability to read and interpret architects' drawings, 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 is also required.

Supervisory Responsibilities

- May directly supervise an Intern depending on the needs of the Department.
- Directs the work and activities of architects, engineers, contractors, legal counsel and financial consultants.

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:

- Position requires simple grasping and fine manipulation, sitting at a desk and using a computer for extended periods of time, moderate use of telephone, standing, walking, bending and reaching.
- Intermittently twisting to reach objects near the desk, standing, walking, bending reaching and occasionally lifting or moving 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.

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 periodic 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.

Satellite Affordable Housing Associates is an Equal Opportunity Employer.