



**POSITION SPECIFICATION
SATELLITE AFFORDABLE HOUSING ASSOCIATES**

Title: Senior Project Manager
 Reports to: Director of Real Estate Development
 Location: Berkeley, California



THE COMPANY

SAHA is a nonprofit housing development corporation with over 50 years of experience in the field. SAHA specializes in creating infill housing and mixed use developments throughout the Bay Area for working families, seniors, and people with special needs. Our work is informed by our commitment to create a more just society that promotes the health, security, and personal development of all people regardless of their financial means.

SAHA's innovative properties provide more than 4,000 residents in seven counties in Northern California with much-needed affordable housing and services. With a commitment to high-quality design, responsive property management and effective social services programming, we empower our residents to build better lives and create healthier, safer neighborhoods. With 65 affordable communities completed in the Bay Area and a strong pipeline of new projects in development, SAHA is one of the most robust community-based nonprofit housing organizations in the region.

SAHA's financial health and strong leadership give us the flexibility to pursue projects with greater complexity, challenge and risk to serve larger and needier populations. Our development pipeline is full of a variety of projects (both new construction and rehab) ranging in size from 14 to 200 units, covering the Bay Area as far north as Napa and as far south as Modesto. Many developments include commercial space and mixed income units, and often include participation of other non-profits, municipalities, and other partners.

The real estate development team enjoys autonomy and flexibility to find solutions to the unique challenges that arise in every project. Director of Real Estate Development, Eve Stewart, encourages independence in her project management team, while supporting them with weekly, one-on-one check-ins and a door that is always open for problem-solving and coaching. Weekly team meetings as well as a monthly lunchtime training series ("lunch n learn") promote collaboration and peer learning within the Department.

SAHA is headquartered in a mid-century modern office on the border of Oakland and Berkeley. The recently remodeled open floor plan allows team-building and collaboration, but enough privacy for phone meetings and concentration.



SAHA's senior management team emphasizes the importance of work/life balance for all staff, with a top-down focus on maintaining manageable workloads and office hours.

We want to advance the field of affordable housing, and guide our work in housing development, property management, and resident services by the following principles:

- We believe that every person deserves a home
- We commit to communities for the long term
- Our comprehensive housing services empower our residents to thrive
- High quality design inspires people and builds community
- Green building practices lead to a healthy, sustainable society
- Innovation and thoughtful risk-taking are part of how we pursue excellence
- Financial health and sustainability are essential to the endurance of our mission
- Diversity and inclusion are fundamental to our work

For additional information on SAHA, please visit <https://www.sahahomes.org/>.

THE POSITION

The Senior Project Manager (SPM) is a leadership position within the department and works closely with the Director of Real Estate Development to promote, preserve and develop affordable housing in keeping with SAHA's mission. The position is responsible for overseeing all stages of affordable housing development for three to four 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. The SPM may be responsible for overseeing the work of junior level housing development staff depending on the needs of the Department.

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 three to four 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 feasibility, pre-development, construction, and permanent financing phases of development. Conducts feasibility studies and develops pro-forma financial projections. 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 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 three years of experience in affordable housing development project management is required.
- Must demonstrate experience and successful track record overseeing all major phases of housing development including planning & entitlements, financing, construction, and conversion to occupancy.
- Master's Degree in planning, business 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 Assistant Project Manager and/or Development Intern depending on the needs of the Department. When supervising, the SPM is responsible for training, coaching and overseeing the work of direct reports, including writing and conducting performance reviews and developing goals.
- Serves as an informational and training resource for less-experienced housing development staff including, project managers, interns, and administrative support (when needed).
- Directs the work and activities of architects, engineers, contractors, legal counsel and financial consultants.

FOR MORE INFORMATION, CONTACT:

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