

Charities Housing
465 S. First Street, San Jose, CA 95113

Position: Senior Project Manager

Program: Housing Development

Status: Exempt, Permanent, Fulltime with benefits

(A contract position would also be considered if requested. Housing may be available for a limited time for an employee who is relocating.)

Immediate Supervisor: Director of Housing Development

Work environment: Charities Housing provides a supportive working environment where all staff are expected to be able to work both as a part of the team, and individually to meet the goals of the position and the organization. Charities Housing emphasizes job performance and provides a flexible work environment for this to be achieved.

Background: Charities Housing is a non-profit entity whose purpose is to develop, own and manage affordable housing located throughout Santa Clara County. Charities Housing has a range of housing in its portfolio and pipeline including rental properties (new and rehabbed multifamily, seniors, special needs, SROs) and first time homeownership (market rate and below market rate).

GENERAL NATURE OF POSITION:

This is a senior position where responsibilities may include all development stages in the construction of new housing, as well as refinancing and rehabilitation of existing developments. As a member of the development team, the project manager performs all tasks associated with the acquisition, construction and/or rehabilitation of affordable housing projects throughout Santa Clara County under the direction of the Director of Housing Development. The project manager is assigned specific projects and then expected to take lead responsibility for all aspects of the project completion. The project manager is expected to manage 3-4 developments at one time, in various stages of development.

The successful candidate will be able to work independently with a minimum of supervision

SALARY RANGE: \$70,000-\$80,000 dependent upon experience.

ESSENTIAL DUTIES & RESPONSIBILITIES:

1. Prepare financial and economic feasibility analysis and maintain ongoing oversight of budget and expenditures as the development move forward.
2. Identify and evaluate potential federal, state, local and private funding sources and prepare and submit applications for funding.
3. Prepare project time line and monitor adherence to schedule
4. Perform tasks necessary to obtain local approvals and neighborhood acceptance of proposed housing developments including submit land use applications, organize and conduct neighborhood meetings, meet with local elected and appointed officials and testify during public hearings
5. Select and provide on-going coordination between architects, contractors, attorneys, and all other members of the development team
6. Provide construction management for new construction and/or substantial rehabilitation in existing Charities Housing developments
7. Provide on-going coordination with property and asset management staff within the organization to incorporate management input on the design, develop property management budgets and resident profile for the building and assist with marketing, leasing and other related activities

8. Perform all types of administrative tasks and other related activities as required including project cost accounting and interface with auditors and board of directors
9. Work with other organizations within the affordable housing field, social service and religious communities to create opportunities and support for affordable housing development

SUMMARY OF OTHER JOB DUTIES:

1. Other responsibilities as assigned to support specific department/business needs.

QUALIFICATIONS:

1. Required technical knowledge, skills & abilities:
 - Spreadsheet (Microsoft Excel) and word processing computer skills
 - Knowledge in accounting, architecture, construction, finance, real estate principles or related fields
 - Demonstrated ability to manage a construction project from preliminary design through to closing of permanent financing and tax credits, and to manage rehabilitation and /or refinancing of existing developments.
2. Required interpersonal and organizational skills
 - Ability to complete multiple developments and multiple tasks under fixed time constraints and deadlines
 - Ability to work with and in a team of multiple partners including but not limited to the following: development and property/asset management co-workers, architect, civil engineer, attorney, appraiser, environmental engineer, acoustic engineer, relocation consultant, financial consultant, real estate broker, title officer, loan officer, loan administrator, contractor, equipment and furnishing supplier, property manager, asset manager, local government officials from Planning, Community Development, Building, Police, Fire, Public Works, Housing, Redevelopment, and Federal and State government officials
 - Ability to self motivate and work with minimal direction to complete complex tasks
 - Ability to manage paperwork so that all staff can access the information at any time
 - Ability to be responsive to requests in person, by email, phone and other sources
 - Ability to handle a changing environment as a project develops.
 - Comfortable seeking assistance when necessary
 - Capable of negotiating between competing interests and making difficult decisions.
3. Minimum educational level (additional qualifications such as relevant Masters degrees or profession certifications a plus) Applicable professional certifications may be substituted for degree:
 - B.A. in architecture, urban planning, or construction management; or
 - B.A. in business administration with emphasis or concentration in finance, or real estate; or
 - B.A. in civil, or structural engineering
4. Experience required:
 - Five years of progressive, relevant experience in project management;
 - Experience of working successfully in a team
 - Experience of working successfully to independently manage multiple projects
5. Physical Requirements:
 - Extensive use of computers and telephone
 - Sitting for extended periods of time
 - Ability to attend meetings both on-site and off-site including construction sites where physical barriers are present

6. Other

- Valid California driver's license and own transportation

SUPERVISORY RESPONSIBILITIES:

The senior project manager does not direct or supervise others within the organization. The senior project manager is responsible for coordinating the members of the external development team and ensuring that they are on track with their respective tasks, with emphasis on project timeline and project budget.

This position description intends to describe the general nature and level of work being performed by people assigned to this job. It is not intended to include all duties and responsibilities. The order in which duties and responsibilities are listed is not significant.

TO APPLY:

The deadline to apply is **April 1, 2008**. However if we receive resumes before or after that time from qualified candidates we reserve the right to start the process at any time. You are encouraged to apply early. First interviews will be held **April 7, 2008**.

Send the following to info@charitieshousing.org

1. A copy of your résumé
2. A summary of your prior development projects, including type and duration of project, nature of your own contributions, the relationships developed and managed in that process and your key outcomes
3. Three work related references (we will not contact these references without your permission)

No calls please. If we receive a large number of applications, we may only be able to respond to those persons who are called for interview. For more information about Charities Housing, please visit our website www.charitieshousing.org

Charities Housing is an equal opportunity employer. Qualified applicants are considered for employment without regard to age, race, color, religion, sex, national origin, sexual orientation, gender identity, disability, or veteran status. If you need assistance or an accommodation during the application process because of a disability, it is available upon request. The company is pleased to provide such assistance, and no applicant will be penalized as a result of such a request.