COMMUNITY HOUSING OPPORTUNITIES

REAL ESTATE PROJECT MANAGER

Department: Development

Type: Full-Time, Non-Exempt

Reports to: Director of Real Estate Development

To Apply: Email your resume and cover letter to HR@chochousing.org Please **list the job title** that you are applying for in the email.

JOB SUMMARY:

The Project Manager position manages all aspects of the development process, from site acquisition and project conception through construction. The Project Manager is also responsible for ensuring a smooth transition of the process from development through occupancy and into operations.

RESPONSIBILITIES:

Project Inception:

- Proposes feasibility of potential development opportunities. Maintains current knowledge of the apartment and related residential housing markets in CHOC's region to identify development opportunities for both direct and joint venture developments.
- Negotiates for acquisition of property; conceptualizing a development program and process that fits with CHOC's mission and business strategy.
- Works with Director and other divisions within CHOC to gain approval for acquisition, initial development concept and funding of initial feasibility and subsequent activities. Will ensure proper coordination with property managers and other resources within CHOC to assure compliance with underwriting and development goals.

Project Feasibility:

- Proposes feasibility of projects through the coordination of physical and financial due diligence activities. This includes entitlement probability, financial and market analysis and feasibility, initial product identification, overseeing CEQA/EIR environmental studies, architectural, engineering and land use studies, etc.

Planning Approvals/Entitlements:

- Manages a team of consultants and the process of obtaining required planning approvals.
- Coordinates with the Sterling Asset Management Company to ensure that programmatic issues with respect to maintenance, operations and the provision of services are adequately addressed.
- Strategizes and coordinates CHOC's resources to ensure support of the project.
- Manages and oversees the entitlement process, including representation before municipal and other regulatory boards, working with land use attorneys, land planners, architects, engineers and other consultants, coordinates community outreach programs to build support for the development program.
- Manages and selects design development teams. Will be responsible for design conceptualization and programming.
- Works as an asset team member and leader.
- Works closely with the external General Contractor and with the property management group during marketing and lease-up through stabilized occupancy.

Project Design and Construction:

- Manages the design and construction team to ensure a financially and operationally viable development in a timely and cost efficient manner.

Financial:

- Creates and maintains up-to-date pro formas that accurately reflect the project budget and financing plan.
- Obtains financing for completion of the development, including taking the lead in negotiating the terms of financing.
- Manages project costs throughout the development process.
- Obtains formal approval of budget prior to implementation, including those that require expenditure of CHOC's internal resources.
- Ensures long term viability by budgeting adequate reserves and operating expenses in consultation with Sterling Asset Management Company.
- Ensures the protection of CHOC's assets and resources through conservative assumptions, and clear documentation of loan and partnership terms.

Quality:

- Ensures the highest quality development that reinforces CHOC's commitment to long term viability and contextual design.
- Initiates and maintains ongoing interaction with Sterling Asset Management Company to ensure long term quality.
- Preserves CHOC's existing relationships and develops new relationships through professional conduct with outside entities.
- Collaborates with other members of the division and the company on special initiatives that will continue to keep CHOC at the forefront of the industry.

CANDIDATE QUALIFICATIONS / EXPERIENCE

Experience: A minimum of three to five years of experience in real estate development. Multifamily or attached residential experience is required.

Education: The successful candidate should have a strong academic background with a college degree and, preferably, an MBA or equivalent degree in business, real estate, architecture, planning, or finance.

Specifically, candidates for this position should possess the following career experience/skills:

- Experience in affordable housing; development and finance experience in rental and low income housing tax credit.
- Five or more years on-the-job experience in the development of complex projects such as urban, transportation-oriented and mid/high-rise multi-family housing.
- Ability to handle the entire development process – from site control through entitlement, design, construction, lease-up, and stabilization. The ideal candidate will have taken several projects through the entire development process.
- Experience in conceptualizing, site planning, and programming multifamily developments.
- Proven experience in all phases of the new construction development process.
- Strong entitlement skills. Has the ability to develop and execute community outreach programs, build relationships with civic and community leaders, act as community liaison to build awareness and support for proposed development projects.
- Proven real estate finance expertise. Able to create project pro formas and articulate, both orally and in written form, the case for a specific project. Should have both an intuitive and a detailed sense of the dynamics, risks, and structured financings of each transaction. Proficiency in MS Office is required.
- Experience managing internal and external teams on development projects.
- Knowledge of the market dynamics and real estate values in the Northern California apartment markets is preferred, although not required.
- Able to work with time sensitive material and meet multiple deadlines.
- Experience with a variety of project types including affordable, serviced enriched, market rate rehab, new construction is a plus.

This person should also possess the following personal competencies and attributes:

- Self-starter and independent worker. Enjoys having accountability and responsibility.
- Able to work collaboratively within a small team environment to maintain harmony in an established team.
- Balances independence with communication within a large organization. This person must be able to handle the entire development process with minimal day to day supervision, although he/she will communicate quickly, openly, and fully on matters needing attention from the Director and others in the company.
- Demonstrates sound judgment; understands when to pursue opportunities and how to utilize resources.
- Strong detail orientation and a demonstrated track record of successfully managing a small internal team, project consultants and all of the details of project execution.
- Experience managing multiple projects successfully through ongoing changing priorities.
- Possesses excellent people skills; has the ability to be aggressive, yet likeable, and knows how to create win-win relationships with colleagues and external parties. Strong overall interpersonal skills.

- Team player with “can do” attitude and a containable ego. Able to work independently while also contributing to a team environment.
- Professional demeanor, actions, and attitude, toward colleagues and external audience members.
- Ability to embrace and adhere to the organization’s mission, policies and procedures and operating standards.
- Effective prioritization skills; extremely well organized in work style and process; flexible, with the ability to multi-task and prioritize conflicting deliverables or objectives.
- A sense of humor.

PHYSICAL REQUIREMENTS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Must be able to travel to CHOC property sites.
- Ability to travel throughout the building and attend meetings throughout the community.
- Ability to set up and clean up facilities for events with occasional lifting and pushing.

Disclaimer: The employer reserves the right to change or assign other duties to this position.

CHOC is an AA/EEO Employer. We are committed to creating an environment that values and supports diversity, equity and inclusiveness across our community and encourage applications from qualified individuals who will help us achieve this mission.