



JOB ANNOUNCEMENT

Job title: **Senior Project Manager**
Department: Housing Development
Supervisor: Deputy Director of Housing Development
FLSA Category: Exempt
Status: Full-time 40 hours per week
Location: Downtown San Jose

First Community Housing (FCH) is expanding and has an amazing opportunity for a **Senior Project Manager** to join our Project Management team and develop affordable housing projects from feasibility to construction. In addition, the Senior Project Manager will be expected to mentor and provide guidance to project managers.

The Senior Project Manager will report to either the Deputy Director of Housing Development, or to the Director of Housing Development.

The Senior Project Manager is responsible for the real estate development activities as follows:

Funding Procurement

Securing funding sources to finance projects from pre-development to construction, this includes (but not limited to):

- Developing proformas
- Tracking funding sources
- Preparing funding applications including low-income housing tax credits and state and local funding sources
- Negotiate with equity investor partners on investment terms and conditions
- Securing and closing pre-development and construction loans
- Complete conversion to permanent financing and the funding of all other debt and equity sources

Project Management

Successfully navigating all development activities that include (but are not limited to):

- Completing due diligence
- Participate in the site acquisition process
- Contract and manage architects, engineers, general contractors and other consultants
- Manage project design development, including approving project plans and specifications
- Entitle projects through local jurisdictions and obtain development permit
- Oversee plan check and secure building permit
- Develop and monitor project budget and schedule
- Represent FCH at public events such as community meetings

- Communicate with public and private stakeholders
- Manage construction bidding and contract negotiation
- Oversee green certification, and other sustainability goals, obtain project certification
- Process soft cost draws and maintain loan compliance
- Act as Owner-Representative by monitoring construction process, design changes and cost and schedule as well as attending regular draw meetings and process construction draws
- Successfully transition projects from construction to operation by coordinating with Asset Management and general contractor

Management & Leadership

The Sr. Project Manager is expected to be a resource to the Project Management team by mentoring and guiding other members. This may include collaborating on complex projects, that may require a more experienced project manager. This may also include managing project managers and associate project managers by doing regular check-ins.

The Sr. Project Manager will also be expected to participate in committees to improve project management tools and processes.

Required Skills, Knowledge and Abilities

- Demonstrated experience with public and private affordable housing funding resources and subsidy programs, including the low-income housing tax credit program, tax exempt bonds and syndication process; ability to creatively combine financing tools to leverage housing funds.
- Committed to meeting the housing needs of lower-income families and individuals, especially those experiencing homelessness and special needs populations.
- Strong real estate development experience including local government procedures to secure entitlements and all necessary permits.
- Ability to manage more than one project at different phases.
- Must manage work with project management best practices.
- Proven ability as a team player as well as a leader.
- Well-organized, detail oriented and excellent analytical skills.
- Ability to organize and schedule tasks in support of multiple deadlines and projects.
- Ability to communicate effectively, both orally and in writing.
- Proficient in sophisticated financial analysis.
- Proficient in Microsoft Suite, especially Excel, Word and PowerPoint.
- Experience with databases and project management tools.
- Excellent public presentation skills.
- Excellent oral and written communication skills.
- Responsible for training and mentoring interns and junior members of the Development Team.
- Ability to work effectively with various community groups (including tenants and surrounding neighbors of proposed and existing developments) to listen and respond to concerns in a culturally sensitive manner.

- Ability to maintain flexibility to navigate the ebbs and flows of projects, negotiations and personalities.
- Must have a strong commitment to diversity, equity and inclusion as it is central to FCH's mission in the way we treat and reflect the communities we serve as well as the intention we put into how to treat each other and every consultant we work with.

Qualifications / Experience

- A minimum of five (5) years of progressive affordable housing development experience.
- Education: Bachelor's in construction, architecture, construction, environmental, urban planning or other related field
- A master's degree in business administration, public administration, urban planning or another related field is *preferred*.
- LEED accreditation is *preferred*.

Salary Range: Starting at \$120,000 and will be compensated based on experience.

Benefits

Benefits package includes medical, vision and dental insurance, and PTO (paid time off) leave for all full-time employees. Dependent coverage is available at the employee's expense. In addition to PTO accrual, First Community Housing recognizes 15 paid holidays.

How to apply

Interested persons should send a resume and cover letter to Vianey Nava, Vianeyn@firsthousing.org. Please note "FCH--Sr. Project Manager" in your subject line.

Work Environment

This job operates in a professional office environment routinely using standard office equipment such as computers, phones and photocopiers. It is essential that applicant be proficient in Microsoft Suite of products i.e., Word, Excel, PowerPoint as well as be familiar with file sharing and collaborating platforms such SharePoint as well as virtual communication platforms such as Teams and Zoom.

Some travel will be required to view properties, prospective sites, to attend meetings at construction sites and at public agencies as well as to attend events and conferences. A reliable form of transportation is required.

FCH offers employees a hybrid working environment with employees working both in the office and from home if they so choose and work duties permit. All work-from-home arrangements are made on a case-by-case basis and must be approved in advance by your direct supervisor.

Employees are expected to follow all procedures and work rules as if they were in the office, including but not limited to tracking their time, working their normal schedule, and maintaining productivity.

Physical Demands

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. While performing the duties of this job, the employee is regularly required to talk or hear. The employee must occasionally lift and/or move up to 25 pounds.

NOTE

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbents will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.

First Community Housing is an Equal Opportunity Employer, drug free workplace, and complies with ADA regulations as applicable.