



JOB DESCRIPTION

Job Title:	PROJECT MANAGER
Incumbent:	
Department:	Multi-Family
Reports to:	Multi Family Director
FLSA Classification:	Non-exempt
Supervises	N/A
Created / Updated	October 12, 2021

POSITION OVERVIEW

The Project Manager is responsible for a full range of development activities for production of multi-family affordable housing projects, from site selection/acquisition to funding procurement, through construction and into final leasing and loan closing. The Project Manager must be able to work independently and successfully manage multiple priorities and projects simultaneously. This position requires a high degree of initiative, substantial experience in structuring multi-layered financing, including tax credit equity, as well as an understanding of planning and physical design, and the construction process.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

- Initiates and evaluates new development opportunities. Analyze potential project sites and negotiates acquisition.
- Gather and analyze data for feasibility and market analysis.
- Develop budgets and financing plans, and schedules and pro-formas.
- Prepare funding applications as directed.
- Comprehend and comply with federal, state and local regulations.
- Prepare and administrate proposals, contracts, and reports.
- Act as a representative for CVHC before public agencies and community organizations.
- Assist in procurement and supervision of consultants and contractors.
- Effectively reconcile and analyze construction budgets and schedules.
- Obtain local project approvals as well as from other applicable state and federal regulatory agencies
- Provides periodic project activity reports.
- Performs outreach duties and public relations work as needed; attend neighborhood and community meetings; acts as liaison between CVHC its consultants, vendors, partners and the community.
- Projects a positive and professional image.
- Leadership - Maintains a positive, upbeat role in the Company. Promotes and exemplifies Company values and represents departmental objectives and interests to internal and external customers.
- Develops and promotes teamwork and cooperation among fellow employees and managers. Shows an appropriate sense of urgency in completing work and addressing the needs of others.
- Incumbent must be flexible to changing policies and procedures, as well as varying deadlines.
- Other duties as assigned.

SUPERVISORY RESPONSIBILITIES

N/A

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

A BA degree from an accredited university/college; or equivalent combination of education and proven experience in the development of housing projects.

Skills, Knowledge and Abilities

Excellent written and verbal communication required. Ability to effectively present information and communicate with public officials and regulatory agency staff representing CVHC’s interest in a professional manner. Ability to generate financial feasibility reports, cash flows and proformas. Technical knowledge of, and significant and varied experience with the legal, financial and physical mechanism by which affordable housing is developed. Knowledge of local, state, and federal housing/community development programs and regulations. Excellent project management skills. Strong interest in serving the needs of low income individuals. Ability to solve practical problems and deal with a variety of variables. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form. Ability to multi-task, prioritize and meet deadlines.

Required Technical / Other Skills / Licenses – Working knowledge of computers and most commonly used business software, to include: Microsoft Word, Excel, Outlook, and PowerPoint.

Since driving a vehicle during the scope of employment is necessary, incumbent should possess a valid California driver’s license and carry automobile liability insurance that meets or exceeds State requirements. A clear Motor Vehicle Record is required. Updated MVR’s may be periodically collected.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Please see attached **Physical Demands of Position.**

SAFETY – Incumbent is required to comply with established safety work practices and attend all safety-related training provide or made available by the Coachella Valley Housing Coalition.

CONFIDENTIAL INFORMATION – This position has no access to confidential information.

COMPANY FUNDS – This position has access to company funds: employee paychecks and petty cash fund.

Salary Range: Step 17 - \$54,008.24 to Step 20 - \$62,521.28

Equal Opportunity Employer

ACKNOWLEDGEMENT

I have reviewed and been provided a copy of this position description and agree it is an accurate representation of the responsibilities of my job. I understand that as _____’s needs change, my job description may change. I, therefore, understand that I may be asked to perform activities, duties and assume responsibilities not listed in this description.

Signed – Employee	Date:
Signed – Supervisor	Date