



Non-Profit Housing Development ~ Assistant Project Manager

Mutual Housing California
Sacramento, CA

Non-Profit Housing Development ~ Assistant Project Manager

Department: Housing Development

Reports To: Director of Housing Development

FLSA Status: Non-Exempt, Full Time

Salary Range: \$65,000 to \$75,000 per year

Generous Benefits Package includes:

- Medical, Dental, Vision, Life Insurance & Employee Assistant Program ~ fully covered for Employee
- Optional Life, Long Term Disability, Critical Illness, Identity Theft Protection and Accident Insurance
- Generous paid time off, including 16 paid holidays which includes the week between Christmas and New Years
- **Thank You Fridays:** work to 2:00pm; paid through 5:00pm each Friday.
- 401K Retirement Plan ~ Employer match up to 6% ~ after 6 months service

Summary

Mutual Housing California is a nonprofit housing development corporation committed to the development of multifamily housing affordable for low income households. The Assistant Project Manager will support senior staff (including Directors of Acquisition and Housing Development, Project Managers and Senior Project Managers) with selected tasks and various routine aspects of the planning, development and implementation of an affordable housing project through initial feasibility of development concept, obtaining local development approvals and raising development capital, to construction completion, occupancy and closing of permanent financing.

Essential Duties & Responsibilities

- Assists updating and maintaining project budgets, proformas, cash flows projections and construction schedules.
- Serves as a research assistant to identify appropriate funding sources and policy initiatives as well as data to support project analysis during predevelopment, construction and permanent loan phases for development.
- Assists in the preparation of applications for local, state, federal and other funding sources.
- Assists in implementing and coordinating the due diligence processes.
- Assists in the coordination and preparation of various bid, advertisements and process to select development team members and contract specialists.
- Assists in the preparation of all types of loan draw requests and documentation for funders. Attends project meetings at discretion of supervisor.
- Takes and prepares minutes of meetings.
- Prepares and coordinates special events such as grand openings, ribbon cuttings, ground breakings, and community meetings.
- Assists with the coordination of planning and permit approvals.
- Prepares reports and monitors identified aspects of project reporting requirements.
- Assists with the preparation of progress reports, as requested.
- Helps coordinate program development and transfer process with Asset Management and Resident Services Departments
- Assists in the maintenance of project accounting, budget reconciliations, cash management and other accounting related tasks relating the projects and department budgets.
- Other tasks as assigned related to real estate development, policy development, organizational budgets, planning and administration.
- Administrative support including copying, filing, creation and maintenance of filing systems, mail and deliveries, office supplies and equipment.
- Assist in explaining the acquisition and rehabilitation process and timelines to neighborhood and mutual housing residents and obtain design input from residents.
- Attend training and industry conferences that are recommended by supervisor.
- Carry out other duties or projects as assigned by the Director of Housing Development or supervisor.

Requirements

Required Qualifications

- Bachelor's degree (B. A.) from four-year college or university in urban planning, community development, business, real estate or related field.
- Demonstrated commitment to providing resident-centered permanently affordable housing for low-income households.
- Strong verbal communication skills and evidence of clear writing ability.

- Ability to demonstrate sound judgement. Proactive about seeking assistance and guidance from senior staff when encountering unfamiliar tasks and situations.
- Ability to balance competing priorities and work successfully to tight deadlines. Demonstrates a proactive approach to daily tasks.
- Ability to perceive problems and initiate timely corrective action.
- Demonstrated ability to work independently and to carry out multiple tasks simultaneously. Highly organized.
- Understanding of basic financial feasibility analysis.
- Ability to work in a team environment including multicultural settings
- Must be able to travel to community or resident locations within a 120 mile radius of the work site.
- Willingness and ability to work evenings and occasional weekends.
- Ability to use Microsoft Office Word, Excel and Outlook
- Ability to read, analyze, and interpret common Scientific and technical journals, financial reports, and legal documents.
- Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community.
- Ability to write speeches and articles for publication that conform to prescribed style and format.
- Ability to effectively present information to top management, public groups, and/or boards of directors.
- Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry.
- Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form

Preferred Qualifications

- Previous experience with community based nonprofit agency, real estate development, lending institution or related business desired.
- Experience working in housing development setting, or coordinating a neighborhood revitalization or housing program
- Certification or training in green building (Build It Green, HUD green operations, or other)
- Experience in the preparation of successful proposals for grant funding, government contracts and loan applications.
- Experience analyzing complex legal contracts, loan documents, and government policies and regulations.
- Experience reporting to and maintaining relationships with funders.
- Ability to speak, read and write one of the following languages: Spanish, Vietnamese, Cantonese, Hmong, Mien, Russian or Ukrainian.

Work Environment / Physical Demands

The work environment characteristics and physical demands described here are representative of those an employee encounters while performing the essential functions of this job.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The noise level in the work environment is usually moderate.
- While performing the duties of this job, the employee is regularly required sit, reach with hands and arms and talk or hear.
- The employee is occasionally required to stand and walk.
- May require lifting of up to 25 pounds
- Regularly required to use close vision to read documents and plans and distance vision to occasionally inspect construction or renovations.

Submit Resume / Apply to:

<https://recruiting.paylocity.com/recruiting/jobs/All/42e9c013-84b5-4607-87e8-a6c4f78d4cf8/Mutual-Housing>