

POSITION ANNOUNCEMENT  
**PROJECT MANAGER**



**Job Summary:** The Project Manager is responsible for originating, scheduling, coordinating and implementing all aspects of the development of affordable housing and mixed-use projects. Projects include new construction and rehabilitation of existing buildings.

<b>Status:</b>	Full-time, Exempt
<b>Location:</b>	Polk Gulch neighborhood, San Francisco
<b>Hours:</b>	Monday through Friday, general business hours
<b>Salary:</b>	DOE; Comprehensive benefits

**The Organization:** A private non-profit founded in 1977, Chinatown Community Development Center believes in a comprehensive vision of community. We own and/or manage approximately 30 affordable housing buildings serving over 3,800 low-income seniors, single adults, formerly homeless adults, and families of diverse ethnic and cultural backgrounds in San Francisco's Chinatown, Tenderloin, Western Addition, and Polk Gulch neighborhoods. We also build housing, develop grassroots leadership, and engage low-income residents and youth. Our employees are passionate about the mission; thrive in a family organizational culture; and embody values of empowerment, teamwork, and compassion. Chinatown CDC serves a diverse population and is committed to hiring practices that provide culturally competent services. We encourage people of color to apply.

**General Job Responsibilities:**

*Work under the supervision of the Associate Director of Housing Development to:*

- Participate in initiating and evaluating new development opportunities, including necessary feasibility analyses related to acquisition of projects
- Work with other organizational staff, including Property Management, Construction Management, and Program/Planning and Resident Services staff in design and development of affordable housing projects and project-related programs
- Participate in obtaining necessary financing for developments including researching sources and preparing applications
- Solicit and coordinate work of project consultants including coordinating bid and qualifications processes to select development-related consultants
- Act as liaison between Chinatown CDC, its consultants, vendors, partners, and the community
- Participate in preparation or development of project-related budgets and schedules, and monitor/maintain each
- Process and monitor payment application requests
- Coordinate or assist with logistics for special events such as ribbon cuttings, ground-breakings, and project openings
- Perform outreach duties and public relations work as needed including attending community meetings and participating in City/County policy planning and advocacy efforts
- Undertake other tasks as may be assigned by the Associate Director of Housing Development or Asset Manager
- If skills permit, perform construction management/owner's representative duties as requested
- As needed, present reports to the Board of Directors and Board Committee(s)

**Knowledge, Skills, and Experience:**

- Ability to work well independently and with a team
- Strong communication, interpersonal and conflict resolution skills
- Ability to adjust to changing situations and work under pressure
- Knowledge of affordable housing development and finance, including tax credits and tax-exempt bonds
- Ability to put together and manage project pro formas and schedules
- Awareness of construction and design issues related to housing development

**Minimum Qualifications:**

- Bachelor's Degree in Urban Studies, Business Administration, Planning, Architecture or related field
- One (1) year experience in affordable housing, development, or real estate
- Knowledge of real estate practices and affordable housing issues in California
- Strong quantitative skills, particularly working with spreadsheet programs
- Proficiency with word processing and email programs
- Excellent written and verbal skills

**Preferred Qualifications:**

- Master's in City Planning, affordable housing development training, or equivalent
- Prior experience in non-profit housing project management
- Two (2) or more years' experience in affordable housing, development or real estate
- Understanding of San Francisco economic, social, political and real estate context
- Demonstrated experience with affordable housing finance, including knowledge of low income housing tax credit financing
- Experience with Asset Management

**To Apply:**

Please click on the link below or visit our website [www.chinatowncdc.org](http://www.chinatowncdc.org) to complete an online application.

[https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=023e4200-c964-4a62-b255-3a81ac4144b6&ccId=19000101\\_000001&jobId=333432&source=CC2&lang=en\\_US](https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=023e4200-c964-4a62-b255-3a81ac4144b6&ccId=19000101_000001&jobId=333432&source=CC2&lang=en_US)