



CAREER OPPORTUNITY

Position: Housing Development / Project Manager
Job #: 2051
Location: Berkeley, CA
Department: Housing Development
Reports to: Director of Housing Development
Status: Exempt, Full-time

ORGANIZATION OVERVIEW: Satellite Affordable Housing Associates (SAHA) is a leader in the affordable housing industry and is driven by the fundamental belief that every person deserves a home. We take pride in providing quality affordable homes that empower people and strengthen neighborhoods. Currently, SAHA owns and manages 58 residential properties throughout Northern California and has 20 projects in development. Our philosophy of embracing sustainability, initiative, financial responsibility and diversity makes us one of the preeminent affordable housing development/management providers and employers in the Bay Area. With a staff of over 170, we take pride in offering our employees work/life balance, opportunities for growth and development, and an excellent benefit package including several plans with 100% employee paid, employee coverage.

POSITION SUMMARY: The Project Manager (PM) is a leadership position within the department and works closely with other PMs and the Director of Housing Development to promote, preserve and develop affordable housing in keeping with SAHA's mission. The position is responsible for overseeing all stages of affordable housing development for approximately three projects at any given time (depending on size, complexity, and development phase of the projects) and ensures that objectives of each project are accomplished within prescribed time frames and funding parameters. The PM may be responsible for overseeing the work of junior level housing development staff depending on the needs of the Department.

ESSENTIAL DUTIES & RESPONSIBILITIES include but are not limited to the following:

- Oversees and coordinates all stages of affordable housing development including site research and acquisition, feasibility analysis, pre-development, design, project financing, construction, loan close-out and transition to property management for approximately three (3) development projects at any given time.
- Develops and manages relationships with federal, state and local funders, government agencies, community and neighborhood groups, development partners and industry professionals. Represents organization before government agencies, planning and zoning commissions, city council, and other community meetings to garner critical support and governmental approvals for potential projects.
- Researches and secures funding to support feasibility, site acquisition, pre-development, construction, and permanent financing phases of development. Conducts feasibility studies and develops pro-forma financial projections. Develops detailed financial analyses and budgets.
- Assembles and manages development team members including architects, engineers, contractors, legal counsel and financial consultants. Negotiates contracts with development team members and monitors progress of all team members through project completion.
- Prepares all project payment applications to government and commercial lenders in coordination with the accounting department.
- Researches new project opportunities in keeping with SAHA's mission.
- Collaborates with SAHA's property management department on the development of operating budgets and facilitates a seamless transition to occupancy and the long term viability of the property.
- Collaborates with SAHA's resident services department to prepare supportive service plans and identify sources of necessary funding.
- Provides assistance and mentoring as necessary to junior project management staff.
- Participates in strategic planning and development of long-term growth objectives.
- Maintains project files; prepares files for removal to off-site storage at project close out.
- Other duties as assigned by management.

QUALIFICATIONS: KNOWLEDGE, SKILLS AND ABILITIES:

To perform this job successfully, an individual must be able to perform each duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND/OR EXPERIENCE:

- Master's Degree in planning, public policy, business or a related field with two to five years of affordable housing experience strongly preferred **or** Bachelor's Degree in planning, public policy or related field required with four to six years of affordable housing experience, including experience in each phase of affordable housing development.
- Must have prior experience working with government funding and government agencies.
- Must have previous experience with affordable housing policy and finance.
- Must be highly skilled in MS Office (Excel, Word, and Outlook).

ABILITIES AND ATTRIBUTES:

- Commitment to SAHA's mission.
- Excellent presentation, written and oral communication skills.
- Knowledge of affordable housing funding sources.
- Ability to perform detailed financial analyses of housing developments concerning site acquisition, predevelopment activities, construction financing, and permanent financing.
- Highly independent, with ability to handle daily responsibilities and projects with minimal direction.
- Excellent organizational, time management and problem-solving skills.
- Ability to work under pressure and successfully meet deadlines.
- Ability to read and interpret architects' drawings, legal documents and other complex documents.
- Must have effective interpersonal and conflict-resolution skills.
- Must be accurate and highly detail-oriented with follow-through skills.
- Must be pro-active in identifying and proposing viable solutions with the ability to exercise sound judgment in all matters.
- Must be able to work collaboratively with project teams, different levels of management, funders, government agencies and a wide variety of individuals.

CERTIFICATIONS OR LICENSES:

- Valid CA Driver's License required, along with proof of insurance (DMV check will be required). **Note:** Reliable means of transportation to the office and off-site meetings is also required.

SUPERVISORY RESPONSIBILITIES:

- May directly supervise Project Assistant, and/or Development Intern depending on the needs of the Department.
- Indirectly supervises other junior housing development staff including, project managers, interns, and administrative support (when needed).
- Directs the work and activities of architects, engineers, contractors, legal counsel and financial consultants.

MATHEMATICAL SKILLS:

- Must be skilled in developing spreadsheets, calculating financial projections and interpreting complex graphs and charts. Must have mathematical skills at an intermediate level.

HOW TO APPLY: Interested and qualified persons may apply by emailing your cover letter and résumé to careers@sahahomes.org. A cover letter is required. Application email MUST include in the subject line: **Job # 2051 - Your First and Last Name.** Application emails without the required subject line information will not be considered. Please submit your application documents as soon as possible.

Due to the volume of résumés we receive it is impossible for us to contact each candidate individually; therefore, if your résumé is selected we will contact you for an interview. Thank you for your interest in Satellite Affordable Housing Associates!

Satellite Affordable Housing Associates is an Equal Opportunity Employer.
