



## Job Description

### Project Manager

**About First Community Housing:** First Community Housing (FCH) is an award-winning California 501(c)(3) Non-Profit Housing Development Corporation located in San Jose, California. Since 1986, FCH has created housing for low-income residents in 21 affordable rental housing developments (over 1600 units) throughout the San Francisco Bay Area. FCH has been a pioneer of the integrated design-build process, leading to innovative design and sustainability. Low-income populations we serve include families, seniors, individuals, and those who are formerly homeless, developmentally disabled, and clients of mental health services.

**Position Description:** The Project Manager works closely with FCH's Director of Housing Development and other members of the Development Team to manage the development of an assigned group of projects from feasibility analysis through construction. The Project Manager is responsible for providing project management expertise and leadership to ensure the projects remain timely, within budget, and compliant with FCH's high-quality standards of completion.

#### **Position Responsibilities:**

##### Funding Procurement:

- Preparation and interpretation of project pro-formas, financial statements, and pay-draws;
- Primary party preparing funding applications such as TCAC, AHSC, MHP, etc.;
- Assist in obtaining funding commitments for FCH developments;
- Organize, coordinate, document and facilitate escrow closings.

##### Project Management and Coordination:

- Assists in securing all required entitlements and approvals;
- Coordinates work with consultants;
- Monitors LEED/Green coordination throughout project;
- Develops and maintains project files and project budgets on a monthly basis;
- Oversees project design development; supervise preparation of project plans and specifications;
- Processes requests for payment and monitors costs related to design and construction;
- Oversees project budget and schedule during construction in cooperation with the FCH Director of Sustainability & Construction;
- Prepares due diligence responses to project lenders and other project partners;
- Performs outreach duties and public relations work as needed; attends neighborhood and community meetings to represent FCH, explain the program, and specific project details; and participates in City/County policy planning and advocacy efforts.

#### **Reports to:**

Director of Housing Development

#### **Desired Skills:**

- 3 or more years of experience with increasing responsibility in Multi-Family housing development;



- Proven track record of coordinating numerous (2-3) projects at various stages of development;
- Excellent written, verbal communication, and presentation skills with keen attention to detail;
- Integrity and commitment to FCH's mission, vision, and values;
- Ability to self-direct and prioritize among competing goals, exhibit flexibility, and drive results in a fast-paced, entrepreneurial environment;
- Non-profit experience a plus;
- Bachelor's Degree, preferably in housing related field, or a combination of education & relevant experience.

**Compensation and Benefits:**

- Highly competitive benefit package (health, dental, vision, 401(k), FSA, generous paid holidays and time off);
- Compensation will be commensurate with experience (salary range from \$90,000 - \$120,000).

**To apply please send a cover letter and resume to [ReginaCW@firsthousing.org](mailto:ReginaCW@firsthousing.org). Cover letters and resumes received by September 3<sup>rd</sup> will be included in the initial review of applications.**

*First Community Housing is an equal opportunity employer to all regardless of race, color, national origin, ancestry, sex, marital status, disability, religious or political affiliation, actual or perceived gender identity, age or sexual orientation. FCH is committed to diversity, equity, and inclusion and our goal is to have a workforce that is representative of the communities that we serve.*