



# Non-Profit Housing Development ~ Senior Project Manager or Project Manager

Mutual Housing California  
Sacramento, CA

## Non-Profit Housing Development ~ Senior Project Manager or Project Manager

**Department:** Housing Development

**Reports To:** Director of Housing Development

**FLSA Status:** Non-Exempt, Full Time

**Salary Range: For Senior Project Manager ~ \$95,000 to \$130,000 per year**  
**For Project Manager ~ \$75,000 to \$110,000 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 Non-Profit Housing Development Senior Project Manager (or Project Manager) will support our strategic goal of doubling our housing portfolio by overseeing and integrating all phases of the development process for new development projects, from predevelopment through obtaining and closing on all financing sources, full design and permitting, construction, transition to operations, and conversion to permanent financing.

## **Essential Duties & Responsibilities**

- Support Director of Acquisitions in assessing project feasibility, conducting due diligence, and initiating entitlement and other early predevelopment activities for pipeline projects, including preparing predevelopment budgets and selecting, entering into contracts with, and coordinating activities of development team and other project partners.
- Work with Director of Housing Development and Director of Asset Management to develop sustainability goals for project.
- Develop and maintain proforma financial model in Excel throughout development process.
- Prepare funding and tax credit applications to public and private sources of loans, grants and state and federal tax credits for all phases of development and permanent financing.
- Solicit, evaluate and select among proposals from tax credit investors and construction and permanent lenders. Negotiate, review and coordinate review of lender and investor documents by internal reviewers and outside legal team.
- Prepare full contracts with architect and general contractor. Coordinate design, plan review, bidding, and value engineering efforts so that building permit is obtained and final construction contract is executed within established project timeline.
- Represent Mutual Housing as Owner at OAC meetings throughout construction. Coordinate inspections, including final punch list process.
- Coordinate monthly draw process. Prepare all lender and investor funding requests and other required reports. Maintain accurate records of project expenditures.
- Lead in coordinating with other departments for successful transition of project from development to operations.
- Work with accounting, CPA and financial consultant to finalize cost certification and final projections. Coordinate conversion process with lenders, investor, asset management & accounting.
- Support staff in other departments in planning ground breaking and grand opening events. Work with communications staff to develop public relations strategy and in reviewing press releases.
- Participate in department-wide strategic planning discussions, and support efforts to implement strategic initiatives for supporting organizational growth by developing and implementing effective communication systems within and between departments.
- Prepare and deliver presentations to local approval agencies, community groups and Mutual Housing residents.
- May participate in analyzing policy impacts on Mutual Housing development activities and may represent the organization on one or more community organization or advocacy boards.
- Mentor other housing development staff in project finance and development. May participate in hiring and overseeing junior staff and interns.
- Carry out other duties assigned.

## 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.
- At least three years affordable housing, finance or community development experience and/or training.
- Staff working as **Senior** Project Managers have similar responsibilities as Project Managers but are expected to work more independently.
- Demonstrated commitment to providing resident-centered permanently affordable housing for low- income households.
- Has fully managed the development of at least one affordable housing development from initial conception and feasibility analysis through securing financing, full design, permitting, contracting and financial closing and all the way through construction, transition to operations, and permanent conversion.
- Is fluent in the variety of available financing mechanisms for the development of affordable housing and is generally familiar with the regulations and uses of each.
- Experience analyzing complex legal contracts, loan documents, and government policies and regulations.
- Experience reporting to and maintaining relationships with funders.
- Ability to develop and maintain cooperative relationships with prospective architects, contractors, and other consultants, residents of Mutual Housing, public sector staff and officials, lenders, funders, neighborhood residents, and other nonprofit organizations involved in housing development and services to low-income households.
- Strong verbal communication skills and evidence of clear writing ability.
- Ability to perceive problems and initiate timely corrective action. Demonstrated ability to work independently and to carry out multiple tasks simultaneously. Highly organized.
- Demonstrated ability to perform financial feasibility analysis.
- Ability to work in a team environment including multicultural settings
- Commitment to the principles, policies, and protocols of green building and operations.
- Must be able to travel to community or resident locations within a 60 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**

- Masters degree in relevant field preferred
- Experience in developing and obtaining financing for two or more multifamily affordable housing developments.
- Certification or training in green building (Build It Green, HUD green operations, or other)
- 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>