

## Job Description

**Job Title:** Sr. Project Manager

**Department:**

**Supervisor:** The Director of Real Estate Development

**FLSA Status:**

**Prepared By:**

**Prepared Date:**

**Approved By:**

**Approved Date:**

### Summary

Provides acquisition and development coordination and management of various affordable housing development projects by Hope Community by performing the following duties.

**Essential Duties and Responsibilities** include the following. Other duties may be assigned.

Submitting applications for new housing development projects.

Executing the development of approved projects to meet established budget, schedule and social goals.

Lead community outreach programs in furtherance of Hope Community's development goals.

Ensure project compatibility with Hope Community's Development strategy.

Maintain preliminary development budgets.

Develop preliminary operating budgets in collaboration with Hope Fiscal and Property Management staff.

Identify and analyze potential community and political impacts of projects.

Research potential permanent funding sources for individual projects.

Prepare and present development projects for comment and approval.

Cultivate relationships and solicit development proposals from private and non-profit developers for joint ventures that further Hope's development goals.

Communicate with neighborhood interests during design, development and construction.

Represent Hope Community as a key stakeholder in collaborative decisions.

Represent Hope Community at public hearings and respond to citizen inquiries related to land use and design.

Prepare funding applications for tax credits, grants, and loans for City, State and Federal agencies.

Identify project investors and lenders in collaboration with Executive Director.

Direct the work of architects, contractors, attorneys, and other consultants.

Review business terms and ensure execution of all necessary project documents, including purchase and sale agreements, financing documents, development services agreements, and design and construction contracts.

Develop and maintain schedules for project completion, including predevelopment activities, acquisition, financing design and construction.

Prepare monthly draw packages and periodic reports and manage ongoing relationships with representatives of project funding sources.

Work with Construction Manager to oversee all aspects of project construction.

### **Supervisory Responsibilities**

Supervises Project Manager

### **Competencies**

To perform the job successfully, an individual should demonstrate the following competencies:

**Continuous Learning** - Assesses own strengths and weaknesses; seeks feedback to improve performance; pursues training and development opportunities; strives to continuously build knowledge and skills; shares expertise with others.

**Problem Solving** - Identifies and resolves problems in a timely manner; gathers and analyzes information skillfully; develops alternative solutions; works well in group problem solving situations; uses reason even when dealing with emotional topics.

**Customer Service** - Manages difficult or emotional customer situations; responds promptly to customer needs; solicits customer feedback to improve service; responds to requests for service and assistance; meets commitments.

**Communications** - Expresses ideas and thoughts verbally; expresses ideas and thoughts in written form; exhibits good listening and comprehension; keeps others adequately informed; selects and uses appropriate communication methods.

**Teamwork** - Balances team and individual responsibilities; exhibits objectivity and openness to others' views; gives and welcomes feedback; contributes to building a

positive team spirit; puts success of team above own interests; able to build morale and group commitments to goals and objectives; supports everyone's efforts to succeed.

Adaptability - Adapts to changes in the work environment; manages competing demands; changes approach or method to best fit the situation; able to deal with frequent change, delays, or unexpected events.

### **Education and/or Experience**

Bachelor's degree from four-year college or university, Master's Degree in Real Estate, Urban Planning or related field preferred; Five or more years related experience and/or training; or equivalent combination of education and experience.