



Job Title: Real Estate Project Manager OR Assistant Project Manager
Status/Classification: Fulltime, Exempt
Supervisor(s): Director of Real Estate Development
Application Deadline: Friday, October 20, 2017

AGENCY BACKGROUND

The San Francisco Housing Development Corporation (“SFHDC”) is a 501(c)3 non-profit corporation formed in 1988 by primarily San Francisco African American community leaders who were interested in combating the widespread displacement of residents resulting from ‘redevelopment programs’ that disproportionately affected African Americans and other people of color. Focused on serving people of color and all people of low- and moderate-income, our mission is to foster financial stability through the development of affordable housing, the facilitation of homeownership and the economic empowerment and revitalization of Bayview Hunters Point and other neighborhoods of San Francisco.

Our Real Estate Development activity spans across the City, with over 1,000 units in the development pipeline, including those under construction and in predevelopment. SFHDC has focused in particular on San Francisco’s Western Addition/Fillmore area and Supervisorial District 10, which includes the Bayview Hunters Point, Visitacion Valley and Potrero Hill. We are seeking an extraordinary individual to help build and grow our team and internal capacity.

JOB DESCRIPTION

Summary:

This position will provide direct, comprehensive support to the Director of Real Estate Development. The Project Manager performs a wide variety of tasks related to planning and developing affordable housing for SFHDC and its residents. The Project Manager coordinates and implements all activities relating to project development from feasibility analysis through completion of construction.

ESSENTIAL RESPONSIBILITIES:

- Evaluate potential development sites and perform feasibility analyses related to property acquisitions.
- Assist in preparing comprehensive real estate due diligence on properties from land acquisition through entitlement and construction; create, review, and maintain all due diligence property documents and reports.
- Perform research on zoning ordinances, entitlements and planning.
- Coordinate with public agencies for permitting, inspections, insurance, assurance and close-out requirements for developments.
- Apply for and procure financing from conventional and public sources, including preparing financing applications.
- Obtain project approvals from planning and building departments and other regulatory agencies.
- Prepare, update and adhere to project schedules. Prepare and update financial pro-formas and monitor development and construction budgets.
- Review and implement tenant relocation plans.
- Coordinate, document and facilitate escrow closings.

- Coordinate bid and qualifications processes to select architects, professional consultants, general contractors and subcontractors. Negotiate contracts and monitor contract compliance.
- Oversee project design development and preparation of project plans and specifications.
- Manage the construction process, including meeting lender and governmental requirements and processing of pay application and loan disbursement requests.
- Work with Property Management, Tenant Services, Asset Management and tenants in the design and development of projects.
- Conduct due diligence tasks to safeguard the organization's investments and corporate integrity.
- Perform outreach duties and public relations work as needed, including attending community meetings.
- Meet with and report to the Director of Real Estate Development on a regular basis to discuss issues associated with the development process.
- Administrative duties to include the processing of mail, correspondence, coding invoices, draw request, and maintaining both electronic and paper files.
- Undertake tasks as may be assigned by the Director of Real Estate Development.

REQUIRED SKILLS

- Strong financial pro-forma skills, including proficiency in Microsoft Excel.
- High degree of independence, initiative, responsibility, and accountability.
- Strong organizational, detail oriented, and time management skills.
- Well-developed oral, written and public speaking skills.
- Ability to work within project teams and supervise work of consultants.
- Capacity to manage two or more projects independently.
- Excellent knowledge of computer systems.
- Willingness and ability to be flexible with work schedule to attend evening or weekend meetings.

PREFERRED SKILLS

- Experience with acquisition/rehabilitation and portfolio rehabilitation.
- Experience with market rate housing debt and equity financing.
- Experience with joint venture developments, including with nonprofit, market-rate, and non-housing partners.
- Experience or interest in supervision and mentorship.
- Experience with all phases of the development process, preferably with at least one project taken from concept through completion.

MINIMUM QUALIFICATIONS

- A bachelor's degree and two or more years of experience in affordable housing development; OR a master's degree in urban planning, architecture, business, economics, law, public policy or a related field and at least one year of experience in affordable housing, community development or closely related field.

PREFERRED QUALIFICATIONS

- Master's degree in fields listed above plus 3 or more years of experience in affordable housing development project management
- Professional experience in the property management, real estate development, or related field and demonstrated experience working collaboratively with low income families.
- Experience with project coordination in the Bayview Hunters Point, San Francisco area, or another area with similar demographics.
- Basic bilingual communication in any of the following: Spanish, Samoan, Mandarin, Cantonese.
- Proven ability to work independently, effectively as an individual and part of the team.
- Experience with private and public debt financing for affordable housing.
- Exposure to design issues and construction materials and methods.

Special Requirements and Work Conditions: Some evenings and weekends may be required, particularly to attend public meetings regarding projects. Requires possession of a valid driver's license issued by the State of California, with a driving record acceptable to SFHDC's insurance providers. Must be able to work evenings and weekends as needed. Work is typically in an office setting and involves frequent walking, standing, leaning, bending, as well as frequent contact with outside service providers, private housing providers, community partners, foundations, government agencies and the public in our office or at other offices. Requires regular interaction with clients and residents of diverse socio-economic backgrounds. Requires attendance at resident meetings and site visits that may involve walking up and down various terrain and/or stairs. Regular work in the field requires use of personal automobile, for which the use is reimbursed per company policy. Requires frequent operation of a computer(s), laptops, printers and other standard office equipment.

BENEFITS: Salary commensurate with experience; excellent benefits, including health insurance, life insurance, Flexible Spending Accounts, retirement plans, vacation time, sick leave and generous holiday schedules, including Birthday holiday.

APPLICATION PROCEDURES: Please submit a **cover letter, resume and Employment Application** (found at: <http://sfhdc.org/careers>) to: hr@sfhdc.org by **6:00 pm, PST, on FRIDAY, OCTOBER 20, 2017.**

Notice: This description is to be used as a guide only. It does not constitute a contract, commitment or promise of any kind. SFHDC reserves the right to change, add, delete, upgrade or downgrade the position as dictated by business necessity at any time with or without notice.

**The San Francisco Housing Development Corporation is
an Equal Opportunity Employer/Drug Free Workplace**

**Please email resume to:
HR@sfhdc.org**

Please No Telephone Calls or Unannounced Visits