



## **JOB DESCRIPTION**

<b>Job Title:</b>	Housing Preservation Project Manager or Project Assistant (Small Sites)
<b>Department:</b>	Real Estate
<b>Status/Classification:</b>	Fulltime, Exempt
<b>Supervisor(s):</b>	Director of Real Estate Development
<b>Salary Range DOE:</b>	\$75,000 - \$92,000

### **Mission Statement**

SFHDC builds racial and economic equity in low- and moderate-income communities of color in the Bayview-Hunters Point neighborhood and across San Francisco through the production and preservation of affordable housing, creating pathways for financial empowerment, generating community and economic development, and providing high-quality supportive services. Through our four core programs (housing development, financial empowerment, supportive services, and economic development), we envision a San Francisco where healthy and safe housing is a human right, where all residents see a vibrant future in their neighborhoods, and where all individuals are connected to opportunities to thrive economically, physically, and emotionally.

The Real Estate Department develops and preserves affordable housing for low- and moderate-income families and seniors in San Francisco and integrates the SFHDC mission and services into all its projects.

### **Job Description**

This position will provide direct, comprehensive support to the Director of Real Estate Development and two Real Estate Project Managers with the project management and related administrative tasks of new and existing development projects.

### **Essential Responsibilities**

- Assist in or lead the evaluation of potential Small Sites acquisitions and feasibility analyses related to property acquisitions.
- Assist in or lead preparing comprehensive real estate due diligence on properties from land acquisition through financing and construction; create, review, and maintain due diligence 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.
- Assist in or lead applications for financing from conventional and public sources, including preparing financing applications.
- Coordinate, document and facilitate escrow closings.
- Coordinate bid and qualifications processes to select architects, professional consultants, general contractors and subcontractors; Negotiate and monitor contracts.

- Manage the construction process, including meeting lender and governmental requirements and processing of pay application and loan disbursement requests.
- Collaborate with consultants, property management, asset management, and residents in the design and development of projects.
- Perform outreach duties and public relations work as needed, including attending community meetings.
- Meet with the Real Estate Project Managers on a regular basis to discuss workload, tasks, responsibilities, and department goals to ensure the development of projects.
- 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 requests, and maintaining both electronic and paper files.
- Undertake tasks as may be assigned by the Director of Real Estate Development.

### **Minimum Qualifications for Project Assistant**

- A bachelor's degree and one (1) or more years of experience in affordable housing or real estate development, community development, community organizing, accounting, construction management, property management or a related field; OR three (3) years experience in affordable housing development, community development, community organizing, accounting, construction management or a related field; OR a master's degree in urban planning, architecture, business, economics, law, public policy or a related field.

### **Minimum Qualifications for Project Manager**

- Bachelor's or Master's degree in fields listed above plus two (2) or more years of experience in affordable housing development project management; OR five (5) years of experience in fields listed above.

### **Preferred Qualifications**

- Professional experience working collaboratively with low-income families.
- Experience with public agency and nonprofit partners.
- 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.

### **Work Environment**

Majority of time spent in a professional office environment and requires frequent operation of a computer(s), laptops, printers and other standard office equipment.. 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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Some evenings and weekends may be required, particularly to attend board meetings, community meetings, and public meetings regarding projects. Must be able to work evenings and weekends as needed.

### **Travel Requirements**

Must be able to travel to community or resident locations within a 30 mile radius of the work site. Requires possession of a valid driver's license issued by the State of California, with a driving record acceptable to SFHDC's insurance providers. Regular work in the field may require use of personal automobile, for which the use is reimbursed per company policy.

### **Physical Requirements**

While performing the duties of the job, the employee is regularly required to sit, speak and hear. Requires frequent use of a keyboard, computer monitor, and phone. Must be able to communicate clearly, both verbally and in writing. Must be able to lift up to twenty (20) pounds occasionally. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.

### **Compensation & Benefits**

Salary range is \$75,000 to \$92,000. SFHDC offers an excellent benefit compensation package including medical and dental insurance, paid vacation, holidays and sick time.

### **SFHDC is an Equal Opportunity Employer**

SFHDC is committed to creating a diverse, equitable, and inclusive workplace and is proud to be an equal opportunity employer. We strongly encourage women, people of color, LGBTQ persons, people of different levels of physical ability, and all qualified persons to apply for this position.

### **Application Process**

Applicants should email a resume, cover letter, Employment Application, and two references to [HR@sfhdc.org](mailto:HR@sfhdc.org) with the subject line: Housing Preservation Project Manager or Housing Preservation Project Assistant.

**Application deadline is January 30, 2020. This position is open until filled.**

**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 No Telephone Calls or Unannounced Visits*