

Resources for Community Development Job Announcement Project Manager

Founded in 1984, Resources for Community Development (RCD) is a regional nonprofit housing developer working throughout Alameda, Contra Costa and Solano Counties. It is our mission to create and preserve affordable housing for people with the fewest options to build communities and enrich lives.

RCD's portfolio consists of over 1700 affordable housing units in 12 cities and 3 counties throughout the East Bay Area. RCD is currently involved in a diverse range of projects that include several hundred units in predevelopment. RCD builds new and acquires and rehabilitates housing for low-income families, seniors, and households with special needs. The corporation is governed by a Board of Directors and is funded primarily through developer fees, foundation grants and government contracts.

Major Job Responsibilities and Duties: The Project Manager (an exempt position), under the direction and supervision of RCD's Director of Housing Development, will have primary responsibility for a full range of development activities relating to affordable multifamily housing development projects. The Project Manager will have sole responsibility for 3-4 housing projects depending on schedules and complexity. Specific responsibilities include, but are not limited to:

- Develop project acquisition and financing strategies
- Prepare financial, physical, and entitlement feasibility analyses of potential affordable housing sites and developments
- Negotiate with property sellers
- Secure all necessary permits for real estate development
- Prepare loan, grant and any other necessary financing packages including low-income housing tax credit applications
- Work with public and private lenders to secure predevelopment, bridge, construction and permanent financing
- Supervise architects, general contractors, and all other real estate development consultants
- Represent RCD before public agencies, elected officials, community groups and financial institutions
- Monitor construction work, assure high quality work, and meet project schedules
- Work with Asset Management and Property Management to assure a smooth transition to operations
- Develop and initiate community acceptance strategies for projects
- Perform related duties as required

Qualifications: Applicants should have three plus years experience in affordable/real estate development and/or financing of multifamily housing. Position requires strong knowledge of affordable housing real estate development, affordable housing funding programs, real estate finance, construction, and permitting/entitlement processes, and community acceptance strategies. Graduate degree in planning, business or related field highly desirable. Applicant should have experience and/or demonstrated abilities in the following areas:

- Preparation and analysis of proforma financial spreadsheets and other relevant financial and physical analyses of low income multifamily housing developments.

- Preparation of financing and equity applications for lenders, regulatory agencies and limited partner investors
- Thorough working knowledge of federal, state, local and private financing sources and low income housing programs, including low income housing tax credits
- Initiation and maintenance of effective, cooperative working relationships with public and private lenders, private management companies, social service providers, other nonprofit organizations and low income tenants
- Clear and effective verbal and written communications

Education: A graduate degree in urban planning, public policy, public administration, real estate development, business administration or related field. Background in housing or real estate development, architecture, planning, business, housing finance or related field is highly desirable.

Travel Requirements: The Project Manager may be required to visit various properties off-site and must have a valid California driver's license.

Physical Requirements: While performing the duties of this position, the Project Manager is required to work in an office environment, which will require regular use of a telephone, computer keyboard, mouse, and calculator, sitting, standing walking, and lifting and/or moving up to 15 pounds. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Application Procedure and Salary: Applicants should send a cover letter, resume AND salary requirements via e-mail to jobs@rcdev.org. Please reference "Project Manager Position" in the subject line. Applicants with suitable experience and/or skills will be contacted for interviews. Compensation and benefits are highly competitive and negotiable depending on experience and qualifications. RCD offers excellent benefits including paid vacation and sick leave; health, dental, vision, life and long-term disability insurance; chiropractic coverage; and employer contributions to a retirement savings plan. No calls please.

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PEOPLE OF COLOR, WOMEN AND THE PHYSICALLY CHALLENGED ARE ENCOURAGED TO APPLY