

## **MID-PENINSULA HOUSING JOB DESCRIPTION**

**JOB TITLE:** PROJECT MANAGER- REHABILITATION AND GREEN FOCUS  
**DEPARTMENT:** DEVELOPMENT  
**SUPERVISOR:** VICE PRESIDENT OF REAL ESTATE  
**FLSA STATUS:** EXEMPT

### **Summary/Purpose**

The Project Manager is responsible for managing all aspects of the development process for refinancing and repositioning key assets in Mid Pen's existing portfolio to ensure long term sustainability both physically and financially... Under the supervision of the Vice President of Real Estate, the Project Manager is responsible for collaborating with internal and external partners to define scope identify financing plan and overall execution of asset re-positioning. A central part of the long term sustainability of existing properties requires attention to minimizing long term operating costs at the properties both for the Owner and residents. As a result, a key part of the asset repositioning strategy is the implementation of energy efficient and green building measures designed to reduce long term operating costs, improve indoor air quality and promote resource conservation.

### **Supervision**

This position reports to the Vice President of Real Estate Development.

### **ESSENTIAL JOB FUNCTIONS**

#### **Project Conceptualization & Feasibility Analysis**

- Working with the Asset Management team, VP of Real Estate and Facilities Manager, identify current Mid Pen properties that are potential candidates for major recapitalization and rehabilitation.
- Procure and review of due diligence reports for candidate properties.
- Using both existing information and information from newly commissioned studies, lead preparation of property feasibility analysis
- Prepare conceptual financial analysis for candidate properties for review by internal team.
- Prepare a preliminary critical path schedule showing timing of key project milestones
- Using Mid Pen's Building Standards, develop a scope for the rehabilitation that balances internal requirements of Asset Management and Facilities.

#### **Internal Coordination:**

- Initiate and maintain coordination with all internal stakeholder departments including Property Management, Finance, Asset Management and Resident Services
- Ensure that the building program, financing plan, and operating budget/reserves meet Mid-Pen standards
- Maintain accurate budget and schedule for review by the Vice President of Real Estate and other internal partners.
- Communicate schedule and budget changes in a timely manner
- Prepare reports to the Development Committee and Board of Directors regarding project status as requested

#### **Project Financing**

- In close coordination with Asset Management team and Portfolio Manager assigned to specific properties, secure and close financing for projects which involve major rehabilitation and recapitalization (total cost in excess of \$3m or where new source of funds are secured).
  - Prepare and submit financing packages in close coordination with Portfolio Manager
  - Clearly document loan and partnership terms as part of internal approvals and for permanent files
  - Create and maintain up-to-date proformas that accurately reflect the project budget, expenses to date and financing plan

**Manage Entitlements & Permit Process**

- Apply for and obtain required government permits and approvals as necessary or required.
  - Manage a team of design consultants through the process of obtaining planning approvals including identification of building code and accessibility issues.
  - Manage the community acceptance process
  - Manage the building permit process

**Lead Project Team**

- In close coordination with internal team including onsite property management staff, Portfolio Manager, Facilities Manager, Property Accountant and other internal stakeholders, lead a team, including architects, engineers, contractors, attorneys, and other consultants through the development process
  - Manage the design process
  - Solicit, evaluate, negotiate, and monitor contracts
  - Monitor project costs, materials and schedule through construction, in consultation with Asset Management & Facilities Dept.

**Green Priorities**

- Oversee implementation of green standards on designated properties to achieve overall green building goals related to long term sustainability of the building, both physically and financially.
- Identify, evaluate, and implement potential sustainable technologies, retrofits, and financing opportunities for the existing portfolio.

**Represent Mid-Peninsula**

- Represent Mid-Pen before public bodies as needed
- Network with appropriate groups and individuals
- Develop and maintain positive relationships with all internal and external entities

**Project Close-out & Transition to Operations**

- Prepare project summary and execute file transfer to central files

**Other**

- Perform related duties as assigned

**QUALIFICATIONS**

To perform this job successfully, an individual must be entrepreneurial and be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and /or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Graduate or Professional degree in Urban Planning, Community Development, Architecture or related fields with an emphasis on real estate development, or commensurate experience

- At least three years prior experience in low-income housing development with a focus on rehabilitation of existing properties.
- Experience in securing entitlements and financing for at least one development for which the person had primary responsibility during all phases of development.
- Thorough knowledge of Federal, State, Local, and Private sources of financing for low income housing
- Excellent written and oral communication skills
- Good political instincts and judgment
- Excellent organizational and project management skills
- Ability to prepare financial feasibility analyses, conduct research, and prepare narrative reports and proposals
- Ability to work in fast-moving, flexible environment.
- Proficient in Microsoft Office, including Excel, Word, Powerpoint, and Project.
- Commitment to the goals and mission of the organization.
- Demonstrated proficiency with Build It Green requirements. Applicant should have the BIG “Green Building Professional” certification.
- Preferred candidate would also have LEED AP certification.

Related experience, education and/or training may be substituted for the specific qualifications described above.

### **WORK ENVIRONMENT:**

The work environment characteristics 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.