

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

**JOB TITLE:** SENIOR PROJECT MANAGER  
**DEPARTMENT:** DEVELOPMENT  
**SUPERVISOR:** VICE PRESIDENT OF REAL ESTATE  
**FLSA STATUS:** EXEMPT

### **Summary/Purpose**

The Senior Project Manager is responsible for managing all aspects of the development process for new construction and/or acquisition/rehabilitation projects, ensuring a financially and operationally viable development in a timely and cost-efficient manner. The Senior Project Manager is also responsible for training and mentoring interns and junior members of the Development Team.

### **Supervision**

This position requires a high degree of autonomy and good judgment. The position reports to the Vice President of Real Estate.

### **ESSENTIAL JOB FUNCTIONS**

#### **Site Identification & Acquisition**

- Identify sites for potential housing developments
- Assist in site acquisition negotiations with property owners

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

- Assist in completion of site feasibility analysis
- Procure and review of due diligence reports for potential sites.
- Prepare conceptual financial analysis for potential sites.
- Prepare a preliminary critical path schedule showing timing of key project milestones

#### **Internal Coordination:**

- Initiate and maintain coordination with all internal stakeholder departments including property management and services
- Ensure that the building program, financing plan, and operating budget/reserves meet MPHC standards
- Maintain accurate budget and schedule for review by the Vice President of Real Estate and other internal partners.
- Schedule and budget changes are communicated in a timely manner
- Prepare reports to the Board of Directors regarding project status as requested

#### **Project Financing**

- Obtain and close financing for the development, including taking the lead in negotiations
  - Prepare and submit financing packages
  - Clearly document loan and partnership terms for file and for approval
  - 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
  - Manage a team of design consultants through the process of obtaining planning approvals
  - Manage the community acceptance process

- Manage the building permit process

### **Lead Project Development Team**

- Lead a development team, including architects, engineers, contractors, attorneys, and other consultants through the development process
  - Lead the design process
  - Solicit, evaluate, negotiate, and monitor contracts
  - Monitor project costs and schedule through construction, in consultation with Asset Management & Facilities Dept.

### **Represent Mid-Peninsula**

- Represent the corporation before public bodies as needed
- Network with appropriate groups and individuals
- Develop and maintain positive relationships with all internal and external entities
- Provide technical assistance to other non-profit organizations
- Represent the organization at public hearings and other speaking engagements

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

- Prepare project summary and execute file transfer to central files

### **Mentoring and Management**

- Mentor and train interns and less experienced project management staff
  - Be available for advice , meetings and consultations
  - Review work of subordinate team members weekly including review of budget and schedule
  - Conduct formal group trainings as requested
  - Work with VP of Real Estate to develop systems and written procedures for the department, as requested

### **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 five years prior development experience.
- Experience managing personnel
- Thorough knowledge of Federal, State, Local, and Private sources of financing for low-income housing.
- Excellent written and oral communication skills, including demonstrated skill in making effective presentations at public forums and facilitating community group discussions.
- Strong negotiating skills and sound political judgment.
- Excellent organizational and project management skills
- Ability to prepare in-depth financial feasibility analyses, conduct research, and prepare narrative reports and proposals
- Knowledge of real estate and tax law as it pertains to the development of low income housing
- Proven ability to work effectively with lenders, investors, public officials, and low-income tenants.

- Familiarity with standard architectural and construction practices and demonstrated ability to supervise effectively the design and construction of at least two low income housing developments in coordination with the Construction Manager.
- Strong computer skills, including Excel, Word, Power point, and Project and the ability to develop standard internal tax credit proformas and to train other staff in their use.
- Ability to work in fast-moving, flexible environment.
- Commitment to the goals and mission of the organization.

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.