



West Hollywood Community Housing Corporation

Project Manager

Department: <i>Function</i>	Real Estate Development	Location:	7530 Santa Monica Blvd
Reports to:	Director of Real Estate Development	Compensation	\$80,000 to \$110,000
Exempt Non-Exempt	Exempt	Effective Date:	September 1, 2025

Position Summary

West Hollywood Community Housing Corporation (WHCHC), a visionary affordable housing developer in Los Angeles County, seeks a Project Manager for its Real Estate Development division. This role is vital to driving the successful, on-time delivery of new construction projects for seniors, families, and special needs populations. The Project Manager will work with the full range of development activities for affordable housing projects, including the acquisition, entitlement, financing, design, and construction administration of property. Our office is in West Hollywood; remote work is not available.

Key Responsibilities

- Oversee the timely completion of active construction projects ensuring sources and project budget are accurate.
- Accelerate perm conversion process by leading the closing team of public and private lenders and investors and supervising the timely lease-up of units by Asset & Property Management
- Lead project execution: Manage the acquisition, due diligence, entitlement, and financing processes to keep projects on track.
- Prepare feasibility studies and submit winning proposals for City-owned land and public RFPs.
- Secure entitlements and land use approval: supervise third party consultants, prepare and submit entitlement development applications, and build support with city officials and community
- Secure financing: prepare applications; work with public agencies and private lenders and investors to secure predevelopment, construction and perm financing; and assist with public agency and lender compliance requirements.



Experience and Qualifications

- Proven ability to drive project schedules and manage budgets while upholding exceptional design standards.
- Resourceful and skilled at problem-solving: Quickly identifies and implements practical solutions to challenges, adapting to changing project needs and ensuring timely progress.
- Skilled in building and leading teams, engaging community stakeholders, and collaborating with government agencies and lenders/investors.
- Excellent organizational, analytical, and communication skills; thrives under pressure and prioritizes key tasks
- Expertise in real estate development, including financial modeling, reading architectural plans, and managing construction
- Anticipates and mitigates project risks related to construction, financing, or community engagement

Compensation

This is a full-time position with increasing responsibility as skills and experience are demonstrated. Salary range is \$80,000–\$110,000. Benefits include health, dental, and vision insurance; a 403(b) retirement plan with 25% match, and paid vacation and sick leave. Some evening and weekend meetings, as well as local travel, are required. A background check and driving record review will be required

Application Process

LOCAL CANDIDATES ONLY. Please email cover letter, resume and salary requirements to anup@whchc.org and reference “Project Manager Position.” Applications without a cover letter will not be considered.