



Job Description

Job Title: Project Manager

Department: Real Estate Development

Reports to: Director, Real Estate Development

FLSA Status: Non-Exempt

Organizational Background: Four passionate Eastside activists who came together formed East LA Community Corporation (ELACC) in 1995. ELACC's mission is to advocate for economic and social justice in Boyle Heights and Unincorporated East Los Angeles by building affordable housing, grassroots leadership, and access to economic development opportunities for low and moderate-income families. Over our 28-year history, we have leveraged millions in investments through community-driven real estate development, mobilized thousands of residents to change policies, served thousands of low-income residents with community wealth services, and we provide quality affordable homes for over 3,000 people.

Summary: ELACC seeks a Project Manager who is highly motivated and organized to work in a team environment with ELACC'S Real Estate Development, Finance, and Asset Management departments. Under the supervision of the Director of Real Estate Development, the Project Manager, must be able to demonstrate experience in working on acquisition projects, by identify properties available for development within ELACC's service area and submitting responses to RFP/Q's. The Project Manager must be able to coordinate all aspects of pre-development, including applying for and securing financing, preparation of proformas, entitlements, oversight of design professionals for the purpose of obtaining building permits, and construction loan closings from numerous funding sources. The Project Manager must demonstrate competency in construction administration and shall be able to take a development to construction completion and into operations. Candidates should be able to demonstrate this experience on multiple specific developments. The Project Manager shall support a transition to asset management and coordinate with ELACC staff throughout the entire development process.

The Project Manager will also represent ELACC, as assigned, to outside organizations and public input forums as appropriate for an organization active within the broad community. The Project Manager is an ELACC team member that leads their core project and fulfills their responsibilities to the entire team by actively fundraising, supporting organization wide projects, participating in all staff planning sessions, and being part of achieving the organization's mission, vision, and values by performing the following duties.

Duties and Responsibilities include the following. Other duties may be assigned.

- Identify and perform due diligence and feasibility analysis for acquisition sites or new project opportunities based on ELACC's mission.

- Coordinates land escrow closings, completes the projects permanent conversion and 8609 requirements for tax credit projects Manages tasks necessary to obtain entitlements, including neighborhood design meetings, submission of entitlement applications, attendance at public hearings, and on-going coordination of the project design team. *
- Coordinate and facilitate public meetings with elected officials, neighborhood councils, local businesses, stakeholders and members of the general public to solicit input on the proposed housing development and to address issues as they arise*
- Oversees project design development to obtain necessary permits. *
- Prepare or oversee the preparation of proformas to assess the financial feasibility of proposed housing developments and mixed-use developments and communicate all schedule and budget revisions. *
- Researches, identifies, prepares, submits, and obtains financing sources. *Negotiate financing terms, loan agreements, and partnership agreements with equity partners and project lenders*
- Monitors and prepares project budgets, cash flow projections, and project schedules. *
- Assemble and manage the development team by: negotiating and monitoring contracts; managing the design process and overseeing the work of the design consultants and General Contractor to ensure consistency with ELACC's standards, project program, budget, and development timeline; ensuring proper communication and coordination across the team; ensuring the project complies with all regulatory requirements, commitments made, contract terms*
- Be capable of managing several projects at once. *
- Collaborate with asset management, property management, and resident services during the predevelopment, construction, and lease-up phases to ensure accurate budgets, high quality designs and smooth transitions through lease up, and operational phase. Ensure proper communication and coordination with partners, lenders and investor, and consultants, architects, contractor, etc.*
- Promotes the highest quality development that reinforces the organization's commitment to long- term viability. *
- Represents ELACC by holding ELACC's mission, vision, and values in all actions and behaviors. *
- Supports real estate teams on other duties as directed by supervisor. *
- Demonstrates genuine interest and passion for ELACC issues and priorities. *
- Demonstrates understanding of intersection of racism and poverty. *

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty 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.

Language Ability:

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

Math Ability:

A strong understanding of basic math including basic understanding of statistics and charting. Ability to calculate figures and amounts such as discounts, interest, and percentages. Ability to add, subtract

numbers, carryout divisions, and multiplication.

Reasoning Ability:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Education/Experience:

Bachelor's degree (B.A./B.S.) from an accredited University along with:

- Three (3) years of experience in housing development
- Two (2) years of experience working in affordable housing development preferred.

Computer Skills:

Excellent computer skills are required including knowledge of the Microsoft Office suite software, in particular, Microsoft Excel, Microsoft Word and PowerPoint

Knowledge, Skills, and Other Abilities:

Demonstrated knowledge of construction administration

Demonstrated knowledge in working with various public funding sources.

Strong critical thinking skills. With the ability to develop and evaluate options and implement solutions.

Public Speaking and presentation skills

Must have reliable transportation with valid insurance.

Demonstrated ability to prioritize and meet communicated schedules and deadlines.

Extremely organized and able to multi-task

Strong people skills

Attention to detail and have accuracy in daily work.

High degree of independence, motivation, accountability, and communication skills.

Public speaking and presentation skills

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, use hands, reach with hands and arms, and talk or hear. The employee is occasionally required to stand, walk, climb or balance, and stoop, kneel, crouch or crawl. The employee must occasionally lift and/or move up to 15 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, ability to adjust focus, and ability to see color.

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.

While performing the duties of this job, the employee is occasionally exposed to wet or humid conditions (non-weather), work near moving mechanical parts, and outdoor weather conditions.

The noise level in the work environment is usually moderate.

Compensation: Pay range: \$40.87–\$45.67 per hour, DOE (Depending on Experience). This is a full-time bargaining member position with a benefits package that includes health, dental, retirement, life and disability insurance. ELACC is on a 9/8/80 Alternative Work Week Schedule.

ELACC is an Equal Opportunity Employer

Email cover letter and resume to: Human Resources Manager

Email: jobopportunities@elacc.org, www.elacc.org