



EAST LA COMMUNITY CORPORATION

Senior Project Manager Description

Job Description

Full-time Non-Exempt Position

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 the 25-year history of ELACC, we have leveraged over \$259 million 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 2,900 people.

About the Position: ELACC seeks an individual who is able to work independently with strong leadership and collaborative skills, that is also highly motivated and organized to manage an affordable housing development from acquisition to permanent loan conversation with minimal supervision. A Senior Project Manager is able to work successfully on at least four affordable housing developments at different stages of development. The ideal candidate thrives in fast-paced environments and is committed to social justice. The Senior Project Manager may supervise, as directed, Real Estate Coordinator, Assistant Project Managers and Project Managers. Also, the Senior Project Manager may have to represent the Real Estate Development Department when the Vice President of Community Capital is away or occupied.

Key Responsibilities: Working under the direction of the Vice President of Community Capital, the Senior Project Manager works as part of a team and is responsible for managing all phases of development for new construction projects including conducting all physical, financial and operational due diligence on properties during the acquisition, predevelopment and feasibility phases, entitlements, design, construction, initial occupancy, and handing the project off once it is in operations. Manage all phases of development for recapitalization projects including refinancing all existing loans, developing rehabilitation scope; creating property budget and financing plan; securing all necessary financing and local approvals; and managing the construction and relocation process.

The essential duties of this position include, but are not limited to, the following: feasibility analysis, acquisition loan closing, applying for and securing predevelopment, acquisition, permanent financing, prepare all public and private loans, grant and subsidy applications and proposals to various private and public funding agencies (tax credit financing, bond financing, as well as rental subsidies), obtaining entitlements and local approvals, construction loan closing, construction oversight activities, coordinating the marketing and lease-up plans and transition to Asset Management staff, and permanent loan closings. The Senior Project Manager will assure the development budget and

processing of payments are managed throughout the development process. The Senior Project Manager must have experience in developing and maintain real estate development proformas. Managing any Joint Venture relationship and third party service provider agreements from predevelopment thru permanent loan closing. Manage the negotiation with lenders, investors, sellers, architects, contractors and consultants on legal agreements, loan documents and contracts.

The Senior Project Manager will also assure that the community engagement process is managed throughout the development process. Coordinate with Asset and Property Management department before and during and after construction to ensure smooth tenant relations and transition to operations. Serve as a contact person on project-related issues for all internal and external parties involved with the project, including internal departments, public and private lenders, local planning and building and safety departments, community groups and joint-venture partners. Attend interdepartmental meetings and general meetings as required. This position reports to the Vice President of Community Capital.

Candidates should be detail oriented and able to communicate all agreement milestones and performance items to responsible parties. Have an understanding and applicable experience in working with the California Tax Credit Allocation Committee funding program as well as other City, County and State funding sources.

Required experience and skills: Applicant should have a bachelor's degree in a related field and work experience and/or graduate-level coursework in a field supporting the job requirements listed above, with cumulative applicable work experience of at least five (5) years. Use of personal vehicle is required (valid driver's license and insurance required):

- High degree of independence, motivation, and accountability
- Excellent oral and written communication
- Sophisticated, tactful, and results-driven negotiations skills
- Knowledge of land use policies and entitlements necessary for the development of affordable housing; obtaining approvals and permits from local planning and building and safety departments and coordinate with local utility companies
- Completed at-least 2 affordable housing developments in the past two years
- A comprehensive understanding of the real estate industry and its various property types with a strong emphasis on multi-family housing
- Ability to assess financial feasibility using a variety of funding sources
- Ability to work effectively with the team-oriented environment
- Proficient computer skills, including knowledge of Microsoft Office, Access, PowerPoint, Excel, and Internet
- Provide direction and support to the other project managers, as requested
- Provide training to Assistant Project Management staff as needed, to accomplish project related tasks
- Commitment to our mission
- Strong ability to multi-task, prioritize and work under pressure to meet multiple competing deadlines
- Expected to demonstrate superior professional manner, professionalism in interpersonal relations, and work as an effective team member

- Bilingual English-Spanish desired ability to speak in Spanish and work with monolingual Spanish speaking residents
- Genuine interest and understanding of ELACC's mission and passion for the work
- Deep commitment to racial equity and demonstrated understanding of intersection of racism and poverty

Compensation: Competitive salary based on qualifications and experience. This is a full-time exempt position with a competitive benefits package that includes health, dental, retirement, life and disability insurance.

ELACC is an Equal Opportunity Employer

Email cover letter and resume to:

Director of Human Resources

East LA Community Corporation

Email: jobopportunities@elacc.org

www.elacc.org

Position open until filled