



EAST LA COMMUNITY CORPORATION
BUILDING A MORE EQUITABLE EASTSIDE

Project Manager
Real Estate Development
Job Description, Full-time

Organizational Background:

Founded in 1995, East LA Community Corporation (“ELACC”) mission is to advocate for economic and social justice in Boyle Heights and Unincorporated East Los Angeles by building grassroots leadership, self-sufficiency and access to economic development opportunities for low and moderate income families and to use its development expertise to strengthen existing community infrastructure in communities of color by developing and persevering neighborhood assets.

Project Manager

ELACC seeks an individual who is highly motivated and organized. Applicant should have either a Bachelor’s degree and five years of experience in affordable housing development or a Master’s degree and 2-3 years of experience in affordable housing development.

The Project Manager will 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, shall be able to demonstrate experience in working on acquisition projects, by assisting to identify properties available for development within ELACC’s service area and submitting responses to RFP/Q’s. The Project Manager shall 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 shall 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 organizations mission and vision.

Candidates should be skilled with the MS Office Suite (including Microsoft Project, Microsoft Schedule), and recognize that detail oriented tasks are critical to a business’ long-term success. Project Management responsibilities are listed below.

Responsibilities:

- Analyze sites for potential development opportunities based on the organization’s mission
- Perform site inspections and due diligence, evaluating and highlighting opportunities and risks
- Coordinate land escrow closings
- Direct closing of acquisition and construction financing
- Manage 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

- Oversee project design development to obtain necessary permits
- Prepare project proformas and conduct feasibility analysis
- Research, identify and obtain financing sources
- Monitor and prepare project budgets, cash flow projections, and project schedules
- Oversee the construction process with a team of consultants, to complete construction on time and on budget
- Coordinate with property management to lease up the building
- Complete conversion and 8609 requirements for a tax credit projects
- Promote the highest quality development that reinforces the organization's commitment to long-term viability.

Qualifications:

- Experience required is Bachelor's degree and five years of experience or a Master's degree and 2-3 years of experience in affordable housing development
- Demonstrated knowledge in working with the Low-Income Housing Tax Credit program
- Demonstrated knowledge of constructions administration
- Demonstrated knowledge in working with various public funding sources
- Excellent communication skills, both oral and written
- Excellent analytical and mathematical skills
- Extremely organized and able to multi-task
- High degree of independence, motivation, accountability and communication skills
- Public speaking and presentation skills
- Strong problem solving skills.
- Strong interpersonal skills.

Compensation: Competitive salary based on qualifications and experience. This is a full-time 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