



Job Description

Job Title: Project Manager

FLSA Status: Full-time, Non-Exempt

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.

Summary:

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. Responsible for working 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 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 by performing the following duties.

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

- Analyzes sites for potential development opportunities based on the organization’s mission.*
- Performs site inspections and due diligence, evaluating, and highlighting opportunities and risks.*
- Coordinates land escrow closings.*
- Directs closing of acquisition and construction financing.*

- 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.*
- Oversees project design development to obtain necessary permits.*
- Prepares project proformas and conducts feasibility analysis.*
- Researches, identifies, and obtains financing sources.*
- Monitors and prepares project budgets, cash flow projections, and project schedules.*
- Oversees the construction process with a team of consultants, to complete construction on time and on budget.*
- Coordinates with property management to lease up the building.*
- Completes conversion and 8609 requirements for a tax credit projects.*
- 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:

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

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.

Computer Skills:

To perform this job successfully, an individual should have knowledge of Microsoft Word and Microsoft Excel.

Education/Experience:

Bachelor's degree (B.A./B.S.) from four-year college or university; and two to four years related experience and/or training; or equivalent combination of education and experience.

Knowledge, Skills, and Other Abilities:

Demonstrated knowledge in working with the Low-Income Housing Tax Credit program	Strong problem solving skills.
Demonstrated knowledge of constructions administration	Strong interpersonal skills
Demonstrated knowledge in working with various public funding sources	Attention to detail and have accuracy in daily work
Extremely organized and able to multi-task	Demonstrated ability to prioritize and meet communicated schedules and deadlines
High degree of independence, motivation, accountability and communication skills	Must have reliable transportation with valid insurance
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: 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
Email: jobopportunities@elacc.org, www.elacc.org

*Essential Function