



Job Description

Associate Project Manager

I. Overview:

Category	Information
Job Title	Associate Project Manager
Division	Real Estate
Department (if any)	Housing Development
Status	Non-Exempt (Part/Full time)
Hours	40 hours per week
Supervisor/ Reporting	Director of Real Estate
Supervisory Responsibilities	None

II. Description (brief)

The Associate Project Manager performs a wide range of duties in Many Mansions' affordable housing development program. The Associate Project Manager's primary duty is to help develop new affordable housing projects (new construction and acquisition/rehabilitation) under the direction and supervision of the Director of Housing Development. This is essentially a training position that will enable the successful candidate to grow within the Housing Development department. The Associate Project Manager position will work on parts of multiple projects to gain a broad exposure to affordable housing real estate development.

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III. Essential Job Duties & Responsibilities:

To perform the job successfully, an individual must be able to perform each essential duty satisfactorily. The duties of the position of Associate Project Manager include, but are not limited to, the following:

No.	Essential Duty or Responsibility
1	Helping identify and assess the feasibility (e.g. due diligence, financing, design, land use, sustainability, and construction or rehabilitation) of new affordable housing projects.
2	Helping to develop project budgets, including 'sources and uses'.
3	Helping to assemble the project team, including design, engineering, legal and other professionals and consultants.
4	Working with lenders, investors, title officers, attorneys, and other consultants during all phases of the development.
5	Coordinating and working with the architectural and engineering consultants and contractors; attending site meetings; helping maintain the construction budget and processing funding draws in order to ensure timely, cost effective and quality construction.
6	Collaborating with other Many Mansions Divisions and staff to help transition from the construction to property operations phase.
7	Researching and compiling information for community groups and residents, city staff, and any other interested parties regarding Many Mansions, housing development, and our proposed projects.
8	Communicating with the Vice President of Real Estate regarding the status of projects.
9	Other duties as assigned.

IV. Qualifications & Conditions:

Category	Qualification or Condition
Communication	Excellent communications skills, including but not limited to, the ability – <ul style="list-style-type: none">• To speak, write and read English fluently.• To write reports and other correspondence clearly, meaningfully, and persuasively.• To speak, listen, and respond effectively with and among staff, agencies, residents, and others; and• To give presentations and speak effectively before groups and organizations.

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	<ul style="list-style-type: none"> Bilingual speaking and writing ability will be seen as a plus.
Computer Skills	Proficiency in computer and computer applications, including Microsoft Office programs (Word, Excel, PowerPoint, and Outlook) and Internet resources.
Driving	Driving is required for this position. Therefore, the applicant must have the legal ability to drive a motor vehicle in California, proof of a valid California driver's license, and adequate motor vehicle insurance.
Education, Experience, & Certifications	At least two years of nonprofit affordable housing experience or a bachelor's degree in real estate, architecture, urban planning, business or public administration or a related field is required. A graduate degree or one year of experience in real estate development, in particular affordable housing development, is highly desirable. A notary public and/or real estate license is desirable.
Leadership Skills	Demonstrated ability to work well with others and provide leadership.
Mathematical & Reasoning Skills	Excellent mathematical and reasoning skills. This includes, but is not limited to, the ability to perform basic mathematical skills (add, subtract, multiply, divide, fractions, decimals, etc.), the ability to resolve practical problems and deal with a variety of concrete variables in situations where only limited information exists, and the ability to interpret data and/or instructions.
Physical Demands	While performing the duties of this job, the employee is regularly required to sit, use hands to finger, handle, or feel objects, tools and/or controls, talk and hear. The employee is occasionally required to stand, walk, and reach using feet, legs, back, arms and hands. The employee must be able to lift and/or move up to 20-40 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception and the ability to adjust focus.
Work Environment	Moderate to high stress work pace. Environment may have frequent interruptions, time constraints, and emotional distress. Noise level is low to moderate. Corporate culture is friendly and goal oriented.

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	The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.
Other Skills and Abilities:	Affordable housing, real estate, construction, or other related certifications/licenses highly desirable. Ability to work overtime, as needed.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and functions.

Certifications

A copy of this Job Description was given to the staff member.

Date: _____

Supervisor or Human Resources

I received a copy of this Job Description.

Date: _____

Employee Signature

Employee Printed Name

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