



JOB ANNOUNCEMENT

ASSOCIATE DIRECTOR OF REAL ESTATE/ SENIOR PROJECT MANAGER

Many Mansions is a non-profit affordable housing builder, property manager, and services provider based in Southern California whose mission is to provide safe, well-managed affordable housing with on-site life enriching services. Operating since 1979, Many Mansions is currently the leading provider of affordable housing in Ventura County and has a growing portfolio in Los Angeles and Riverside counties. Many Mansions currently owns, operates, and/or manages over 20 multifamily affordable housing complexes. Many Mansions is currently experiencing rapid growth via new partnerships, geographic expansion throughout Southern California, private/government consulting contracts, and third-party property management. As such, we are seeking an Associate Director of Real Estate (or Senior Project Manager, depending on experience/education) that will help build on this recent success and continue to propel this organization forward. This is an exciting opportunity to make a difference in your community with an award-winning and innovative team that is mission focused. For more information about Many Mansions see our website at www.manymansions.org.

I. Position

The Associate Director of Real Estate/Senior Project Manager performs a wide range of duties in Many Mansions’ affordable housing development program. The Associate Director of Real Estate/Senior Project Manager’s primary duty is to oversee the development of new affordable housing projects.

II. Responsibilities include but are not limited to:

No.	Essential Duty or Responsibility
1	Assists with supervising, coordinating, hiring, training, and evaluating the Division staff. <i>[not applicable to the Senior Project Manager position but that position oversees an assigned Associate Project Manager and/or Housing Analyst]</i>
2	Identifies and assesses the feasibility (e.g. due diligence, financing, design, land use, sustainability, and construction or rehabilitation) of new affordable housing projects.
3	Develops project budgets, including ‘sources and uses’.

No.	Essential Duty or Responsibility
4	Assembles the project team, including design, engineering, legal and other professionals and consultants.
5	Works with lenders, investors, title officers, attorneys, and other consultants during all phases of the development.
6	Coordinates and works with the architectural and engineering consultants and contractors; attends site meetings; maintains the construction budget and submits draw packages to ensure timely, cost effective and quality construction.
7	Collaborates with lenders and other Many Mansions Divisions and staff to transition from the construction to property operations phase.
8	Engages in community education, including meeting with and conveying information to community groups and residents, city staff, and any other interested parties regarding Many Mansions, housing development, our proposed projects and the type of site and building we seek to develop.
9	Communicates with the Director of Real Estate, Vice President of Real Estate, other Division Vice President's, Chief Operating Officer, President, and the Board of Directors regarding the status of projects.
10	Other duties as assigned.

III. Qualifications & Conditions:

Category	Qualification or Condition
Communication	<p>Excellent communications skills, including but not limited to, the ability—</p> <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.
Computer Skills	Has 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 staff member must have the legal ability to drive a motor vehicle in California, proof of a valid California driver's license, and adequate motor

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	vehicle insurance.
Education, Experience, & Certifications	<p>Has substantial education and experience in multifamily affordable housing development. This includes, but is not limited to, --</p> <ul style="list-style-type: none"> ➤ Bachelor’s degree from a four-year college or university in real estate, architecture, urban planning, business, public administration or a related field (Master’s degree preferred); ➤ At least 6 years [<i>4 years for a Sr. Project Manager</i>] of experience in the field of affordable multifamily housing development; and ➤ Affordable housing, real estate, construction, or other related certifications/licenses highly desirable.
Leadership & Other Skills	<p>Has a demonstrated ability to work well with others and provide leadership. Must be self-motivated, creative, and have ability to set priorities independently. Must be able to adhere to all company policies and procedures, in addition to all State, federal and local laws and regulations.</p>
Mathematical & Reasoning Skills	<p>Possesses excellent mathematical and reasoning skills. This includes, but is not limited to, the ability to perform complex mathematical skills (e.g. real estate finance calculations), 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.</p>
Physical Demands	<p>While performing the duties of this job, the staff member is regularly required to sit, use hands to finger, handle, or feel objects, tools and/or controls, talk and hear. The staff member is occasionally required to stand, walk, and reach using feet, legs, back, arms and hands. The staff member 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.</p>
Work Environment	<p>This job position has a moderate to high stress work environment.</p> <p>The work environment may have frequent interruptions, time constraints, and emotional demands. Noise level is low to moderate. The corporate culture is friendly and goal oriented.</p> <p>The work environment characteristics described here are representative of those a staff member encounters while performing the essential functions of this job.</p> <p>There must be willingness and an ability to work nights and</p>

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	weekends, as needed.

IV. Compensation

Competitive salary commensurate with experience and education. Competitive benefits include but are not limited to paid vacation and leave; medical, dental, and other health benefits; Employee Assistance Program (EAP), extensive career development and training opportunities, 403(b) plan matching, a 9/80 flexible work schedule, and more.

V. Application Process

Interested candidates should send a cover letter and resume to:

Many Mansions
 Attn: Doug Menges
 E-mail doug@manymansions.org

**-MANY MANSIONS IS AN EQUAL OPPORTUNITY EMPLOYER -
 Selection will be based solely on merit and will be without discrimination because of
 age, race, sex, religion, national origin, marital status, sexual orientation, or mental
 or physical disability.**