



## JOB ANNOUNCEMENT

### ASSOCIATE PROJECT MANAGER/HOUSING ANALYST

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 Project Manager (or Housing Analyst, 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](http://www.manymansions.org).

#### I. Position

The Associate Project Manager/Housing Analyst assists with a wide range of duties in Many Mansions' affordable housing development program. The Associate Project Manager/Housing Analyst's primary duty is to help develop new affordable housing projects.

No.	Essential Duty or Responsibility
1	Helping identify and assessing 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

No.	Essential Duty or Responsibility
	contractors; attending site meetings; helping maintain the construction budget and processing funding draws in order to ensure timely, cost effective and quality construction [ <i>a primary responsibility of the Housing Analyst</i> ]
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 Director of Real Estate, Vice President of Real Estate, and Chief Operating Officer regarding the status of projects.
9	Other duties as assigned.

## II. 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"> <li>➤ To speak, write and read English fluently;</li> <li>➤ To write reports and other correspondence clearly, meaningfully, and persuasively; and</li> <li>➤ To speak, listen, and respond effectively with and among staff, agencies, residents, and others.</li> </ul>
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	<p>Has experience in affordable housing. This includes, but is not limited to,--</p> <ul style="list-style-type: none"> <li>➤ High school diploma or GED required;</li> <li>➤ Bachelor's degree from a four-year college or university (preferably with a major in real estate, architecture, urban planning, or a related field) or two years' experience with affordable housing development is required [<i>preferred but not required for a Housing</i></li> </ul>

Category	Qualification or Condition
	<p><i>Analyst</i>];</p> <ul style="list-style-type: none"> <li>➤ Masters' Degree with an emphasis in real estate, architecture, urban planning, or a related field preferred; and</li> <li>➤ Affordable housing, real estate, construction, or other related certifications/licenses is desirable.</li> </ul>
Leadership Skills	Demonstrated ability to work well with others. Must be able to adhere to all company policies and procedures, in addition to all State, federal and local laws and regulations.
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	<p><b>Moderate to high stress work pace.</b> Environment may have frequent interruptions, time constraints, and emotional distress. Noise level is low to moderate. Corporate culture is friendly and goal oriented.</p> <p>The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.</p>

### III. 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.

#### **IV. Application Process**

Interested candidates should send a cover letter and resume to:

Many Mansions

Attn: Doug Menges

E-mail [doug@manymansions.org](mailto: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.**