



## POSITION DESCRIPTION

### Project Manager

- Classification:** Full-Time (Exempt)
- Salary Range:** \$110,000 – \$130,000
- Reports to:** Acquisition & Finance Officer
- Apply:** Submit resume to [hr@casafamiliar.org](mailto:hr@casafamiliar.org)
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Casa Familiar (Casa) was founded in 1973 and is a 501(c)(3) community-based organization dedicated to serving residents in South San Diego County and specifically the border community of San Ysidro.

**Casa Familiar’s mission** is to enhance quality of life for low-income individuals and families through advocacy, social services, education, affordable housing, arts and culture, and community and economic development. **Casa’s values are RESPECT, INTEGRITY, FAMILIA, CULTURE, AND COMMUNITY.**

Casa seeks to employ individuals that perform all assignments with a positive “can-do” attitude while demonstrating organizational values. Ideal employees have a strong desire to support Casa Familiar’s mission and the community we serve.

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## POSITION OVERVIEW:

The Project Manager supports the development process from project inception to project completion and stabilization. The role is responsible for supporting the overall management of projects through the lifecycle of project development for current and future properties that are funded through a variety of private, federal, state, grants and local sources. Focused on affordable housing, the candidate will be a key member of the community development team working in partnership with other real estate professionals in a collaborative, team-oriented environment. Successful work performance requires skill in coordinating work with other departments and outside agencies. The position interfaces closely with Casa Familiar’s Executive Management, Board of Directors, Accounting, Asset and Property Management and staff within the Community Development division.

**Real Estate Portfolio & Pipeline:** Casa’s housing portfolio consists of several affordable multi-family complexes, community facilities and commercial space, located in the southern portion of San Diego County. Its portfolio includes several large affordable housing complexes in which Casa is the managing general partner. Casa Familiar manages a scattered site portfolio of smaller affordable housing complexes for which it is the sole owner. Casa also operates several community facilities including office space and recreational facilities owned by the City of San Diego. Casa Familiar has a pipeline of projects and is scaling existing capacity for considerable growth.



### **JOB SUMMARY:**

The project manager participates in all aspects of the real estate development process, including sourcing, managing due diligence, reviewing third party reports, working with legal and community development teams to facilitate closings, design, entitlement and construction oversight process, and lease up and transition to stabilized operations.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

#### **Project Management of Pipeline Deals – 40%**

- Participate in the evaluation of potential development sites; performs feasibility analysis for vacant land or existing buildings for potential acquisition, construction and or rehabilitation.
- Collaborating with the Acquisition and Finance leads on the project proformas and assists in performing thorough and complete financial feasibility analysis for existing and potential sites.
- Conducts due diligence tasks to safeguard the organization's investments and corporate integrity.
- Prepares applications for funding, regulatory approvals, coordinates loan closings and prepares draw requests; and other matters related to affordable housing development.
- Coordinates and prepares packets for lenders, vendors, consultants, etc.
- Solicits and coordinates the work of professional consultants.
- Obtains projects approvals from planning and building departments and other regulatory agencies
- Updates and adheres to project schedules.
- Reviews and oversees the implementation of tenant relocation plans.
- Oversees project design development and preparation of project plans and specifications.
- Conducts and participates in periodic owner walks and construction site inspections.
- Schedules and manages construction/draw request meeting; supervises activities of projects consultants on a project-by-project basis; monitors construction activities to ensure quality construction and appropriate cost controls; conducts due diligence tasks to safeguard the organization's investments and corporate integrity.
- Maintains accurate and complete project records, including project progress reports; tracks and manages project costs; reviews loans, grant and other related financing documents.
- Prepares and/or assists with the preparations of presentations before public agencies, elected officials, community groups and financial institutions; attends, presents information, and participates as necessary, at city council housing committee, or other governmental agency department meetings when project specific issues or matter related to affordable housing are being discussed.
- Manages the project close and transition of the project to the Property and Asset Management teams
- Assist in the planning of groundbreaking and grand openings, as needed.
- Assist the team in planning or preparing for community and media inquiries.



### **Funding Applications, Budget Tracking & Reporting – 40%**

- Support the submission of various funding applications.
- With team support, seek out sources of additional funding and help prepare financing applications or provide other documentation in support and provide initial options for acquisition, development, construction, and permanent financing.
- Obtain formal budget approval prior to project implementation, including those requiring expenditure of Casa Familiar internal resources.
- Ensure long-term viability by budgeting adequate reserves and operating expenses in consultation with Property and Asset Management.
- Ensuring the protection of Casa Familiar's assets and resources through conservative assumptions, and clear documentation of loan and partnership terms.
- Oversee project budget and budget tracking, review draw requests and track project flow of funds, reimbursements etc.
- Support the preparation and submission of required compliance reporting.
- Provide and present reports, performance dashboards, and other similar materials as required by various stakeholders.
- Maintain effective relationships with residents, community and industry groups, including partners, investors, lenders, and regulatory bodies.
- Work with the Finance Department to review and deliver audits, budgets, monthly reports and updates to required parties including executive leadership and board of directors.

### **Other Duties - 20%**

- Participate in various external working groups dedicated to community development and/or affordable housing etc.
- Demonstrates cultural competence by interacting respectfully and effectively to people of all cultures, languages, classes, races ethnic backgrounds, religions, and other diversity factors in a manner that recognizes, affirms, and values the worth of individuals, families, and community and protects and preserves the dignity of each.
- Performs other related duties as assigned.
- Participate in various agency events and initiatives as required or needed
- Other duties as assigned

**Supervision:** This position is not expected to directly supervise staff. This position is expected to act as the owner's representative and oversee vendors and contractors for capital projects.



#### **SKILLS, EXPERIENCE, AND EDUCATIONAL REQUIREMENTS:**

- 3-5 years of real estate project management experience.
- Advanced Excel experience, strong analytical and financial modeling skills preferred.
- Solid understanding of financial proformas to include the initial development of proformas
- Solid understanding of financing sources such as TCAC, LIHTC, MHP, AHP, etc.
- Understanding of the various tax and financing alternative programs
- Detail-oriented with a commitment to a high-quality work product.
- Ability to think independently and present viewpoints in a thoughtful and professional manner.
- Strong organizational skills
- Ability to present information in oral and written form clearly and concisely.
- Well-developed interpersonal and communication skills.
- Passion for the field of real estate finance/ real estate development
- Outstanding analytical, verbal, and written communication skills
- Computer Proficiency in Word, Excel, and Outlook
- Ability to work with diverse cultures and aptitudes
- Bilingual English/Spanish preferred
- Valid California driver's license and regular availability of an insured vehicle for travel within the San Diego County area

#### **ADDITIONAL INFORMATION:**

This position requires sitting at a desk or workstation, walking, standing, climbing stairs, hearing, speaking, being able to lift up to 25 lb., and being able to drive to the bank and do other errands pertaining to organizational operations. A background check is required. In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification document form upon hire. This is a full-time, exempt position with occasional work responsibilities on weekends and/or evenings depending on the season calendar.

Casa Familiar is an equal employment opportunity employer. Casa does not and shall not discriminate on the basis of race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.



#### BENEFITS SUMMARY:

- Medical, dental, vision, and life insurance
- 403(b) Retirement – Casa contributes 3% of your annual income.
- 403(b) Retention Benefit – additional contributions are given based on years of service: 10 years \$5K, 16 years \$10K, 21 years \$15K, 26 years \$20K
- Annually - PTO 5 paid days off (1<sup>st</sup> year), 8 hours a month of sick leave (12 sick days a year), 12 paid holidays, 6 paid wellness days, paid winter break
- (Dec. 23 – Jan. 3 but dates may vary slightly - this break is subject to change if business needs change)
- Bereavement - up to 5 days
- Jury Duty - up to 3 days
- Employee Assistance Program (EAP)
- *Potential* for hybrid working