



JOB DESCRIPTION

Job title	<i>Project Development Manager</i>	FLSA Class:	<i>Exempt</i>
Department	<i>Administration</i>	Position Type:	<i>Full-Time</i>

Job purpose

The Project Development Manager will be responsible for managing several real estate development projects, community organizing and planning efforts. CSC's existing two multi family low income housing projects were developed in partnership with other community-based nonprofits. CSC seeks to expand its in-house development capacity in building affordable housing, non-profit community-serving facilities, and mixed-use, transit-oriented developments in Chinatown as well as its client base in the greater Los Angeles area.

Duties and responsibilities

- The Project Development Manager will be responsible for all phases of development, including initial feasibility analysis, site analyses and acquisition, entitlements, financing applications, managing partnerships, managing the project team including architects, general contractors, and consultants, overseeing loan closings, construction administration, monitoring lease-up, transitioning projects to operations
- The Project Development Manager will also be responsible for the coordination of community advocacy organizations focused on community planning and development, monitoring development opportunities, and managing community strategies.
- Travel to project sites is required.
- Additional training may be available.
- Other assigned duties

Qualifications

- Minimum 2 years experience in affordable housing development or related field, preferably with development projects taken from concept through completion;
- Minimum Bachelor's degree; graduate degree in Urban Planning, Business, Real Estate, or related field preferred;
- Experience applying for and successfully securing awards from LIHTC, HUD, HCD, HCID, HACLA, LACDA, and other financing sources;
- Work well in a multi-cultural environment;



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- Strong initiative and ability to develop projects from the ground up;
- Ability to manage several active projects simultaneously and meet tight deadlines;
- Strong written and verbal communication;
- Strong quantitative and computer skills, including proficiency in financial analysis using Microsoft Excel;
- Experience managing relationships with political offices, public funding agencies, building & safety and planning departments, and lenders in moving a project forward;
- Desire to make a long-term commitment to this organization and the communities we serve;
- Ability to read and understand blueprints and understanding of architecture
- California drivers license and access to insured automobile;

Direct reports

Chief Executive Officer