



Castlemont Renaissance

IMMEDIATE JOB OPPORTUNITY

Position Title: Project Developer

Reports To: President and CEO

Compensation: Full-time, Commensurate with experience. Full benefits.

Position Summary

Responsible for originating, coordinating and implementing all aspects of the development of affordable housing projects. Projects may include new construction, rehabilitation, and joint ventures with other developers. Project developers are expected to manage a workload of multiple projects in a collaborative environment.

Primary Responsibilities

Under supervision of the President and CEO, the position:

- Initiates location and evaluation of potential project sites and properties.
- Negotiates acquisition agreements.
- Conducts preliminary feasibility analyses and organizes critical community support.
- Researches and secures sources of predevelopment, construction and permanent financing from public and private sources.
- Works with public agency staff to assure timely public review and approval including environmental and other entitlement reviews.
- Coordinates environmental review and local agency approvals.
- Identifies members of the development team and negotiates contracts with contractors, engineers and architects.
- Prepares and monitors project budgets, cash flow projections and project schedules.
- Oversees design and construction management to ensure attention given to special-users' needs, project budget, timelines, and lender/investor/regulatory requirements.
- Works with Castlemont Renaissance Management and community groups to facilitate affirmative marketing and smooth transition to occupancy.
- Manages interdepartmental planning and project handoff process to ensure successful transition to operations.
- Prepares written report materials and grant and financing applications, and makes presentations before public bodies and community groups.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

Master's degree (M. A.) or equivalent; or four years related experience and/or training; or equivalent combination of education and experience. Advanced degree in planning, business or a field related to housing is highly desirable.

Language Skills

Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. The ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to top management, public groups, and boards of directors.

Mathematical Skills

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

Reasoning Ability

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

Certificates, Licenses, Registrations

Must have reliable automobile transportation and a valid California Driver's License and insurance.

Other Skills, Abilities, Qualifications

- Experience or background in housing, planning, business and real estate finance
- Experience or background in affordable housing development, planning or finance
- Knowledge of local, state and federal housing financing programs; including HUD 202/811, Low Income Housing Tax Credits, and Tax Exempt Bonds.
- Knowledge of and sensitivity to the concerns and needs of lower income people
- Ability to conduct financial analysis and budget preparation
- Effective oral and written communication, interpersonal and conflict-resolution skills
- Effective public presentation skills
- Excellent organizational, time management and problem-solving skills
- Ability to work in project teams, and with a wide variety of individuals
- Proficient in Word and Excel (to conduct financial analysis)
- Ability to work under pressure and successfully meet deadlines
- Commitment to the companies' goals and philosophy.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee is occasionally required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, and ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Job Description Revision

This is not necessarily an exhaustive list of all responsibilities, skills, duties, requirements, efforts or working conditions associated with this job. While this job description is intended to be an accurate reflection of the current job management reserves the right to revise the job or to require that other or different tasks be performed when circumstances change. This job description replaces all previous descriptions for this position.

Start Date: Applications accepted until position is filled.

Compensation: Competitive, commensurate with experience. Full benefits.

How to Apply: Email resume and cover letter with recent salaries and four professional references to talent@youthuprising.org. Include “CR Project Developer - [Your Name]” in the subject line.

Castlemont Renaissance is an Equal Opportunity Employer. Castlemont Renaissance strives to reflect the diverse community it serves.

Applicants who contribute to this diversity are strongly encouraged to apply.