

BRIDGE HOUSING CORPORATION

345 SPEAR STREET, SUITE 700

SAN FRANCISCO, CA 94105

TEL: 415-989-1111

FAX: 415-321-3592

hr@bridgehousing.com

JOB DESCRIPTION

Title: **Project Manager**

Dept: Portfolio Management

Job Code: BHC 09-08

Type: Full-time, exempt

To Apply: Email your resume to hr@bridgehousing.com or Fax **415-321-3592**.

Please list job code that you are applying for in the email or fax.

The Project Manager position on the Portfolio Management team manages rehabilitation and financial restructuring of BRIDGE's existing properties. This position will report to the Vice President of Portfolio Management. The Project Manager is also responsible for analyzing and evaluating project needs and opportunities and coordinating with multiple departments, including Development, Asset Management, Property Management, and Accounting.

Responsibilities include:

Project Analysis

- Identifying and evaluating project financial needs and opportunities;
- Managing physical due diligence activities to assess property needs;
- Conceptualizing and testing feasibility of a project plan that fits with BRIDGE's mission and business strategy;
- Obtaining all necessary approvals for project plans

Project Design and Construction/Rehab

- Managing the design and construction team to ensure a financially and operationally viable process in a timely and cost efficient manner

Financial

- Developing project recommendations based on analysis of financial statements, review of loan documents and investor documents, and review of operational information from Asset Management and Property Management;

- Creating and maintaining up-to-date proformas that accurately reflect the project budget and financing plan;
- Obtaining all grant, debt, and equity sources needed for project;
- Managing tax credit investor buyout activities, including completing calculations to plan for buyout activities and managing consultant team;
- Managing project costs throughout the development process;
- Obtaining formal approval of budgets prior to implementation, including those that require expenditure of BRIDGE internal resources;
- Ensuring long term viability by budgeting adequate reserves and operating expenses in consultation with Property and Asset Management;
- Ensuring the protection of BRIDGE's assets and resources through conservative assumptions and clear documentation of loan and partnership terms

Supervision

- Jointly supervising and mentoring a Project Administrator

Quality

- Ensuring the highest quality development that reinforces BRIDGE's commitment to long term viability and contextual design;
- Coordinating and managing quality control process for rehab and refinance activities;
- Initiating and maintaining ongoing interaction with Property and Asset Management to ensure long term quality;
- Treating all members of the BRIDGE team with respect and consideration;
- Preserving BRIDGE's existing relationships and building new ones through professional and respectful conduct with outside entities;
- Obtaining formal approvals as required

General

- Serving on various policy/strategic/organizational committees for BRIDGE Housing;
- Participating in developing Processes and Procedures for Portfolio Management team

Required Qualifications

- Two or more years of on-the-job experience in the development of multi-family housing or similar role;
- Proven experience in the construction process;
- Experience with real estate finance;
- Ability to work with time sensitive material and meet multiple deadlines;
- Ability to work independently while also contributing to a team environment;
- Effective prioritization and organizational skills;
- Excellent verbal and written communication skills;
- Excellent interpersonal skills;
- Strong computer skills; experience with MS Office

Desired

- Experience with:
 - Affordable housing development;
 - Affordable housing finance;
 - Rehab;
 - Green building

To apply, please reference job code **BHC 09-08** and send resume or application electronically to:

Email: hr@bridgehousing.com

345 Spear Street, Suite 700

San Francisco, CA 94105

fax: 415-321-3592

No phone calls. For more information applicant can go to:

<http://www.bridgehousing.com>

BRIDGE Housing is an Equal Opportunity Employer.