



Job Announcement Project Manager Job #17-5617SF

Position Title:	Project Manager (depending on experience)	Date: January 4, 2017
Supervisor:	Vice President, Development	
Position Type:	Full Time, Monday through Friday (with some evenings and weekends)	
Location:	San Francisco, CA	
Compensation:	Commensurate with experience	

The John Stewart Company (JSCo) is a statewide provider of diversified housing services including affordable housing development (both new construction and acquisition/rehabilitation), multifamily property management, financial consulting and construction management services. JSCo currently manages over 30,000 housing units through offices in San Francisco (headquarters), Sacramento, Scotts Valley, Los Angeles and San Diego. Since 1978, the Company has developed over 3,800 units of affordable and mixed-income housing and it is currently involved in projects totaling over 2,000 units of additional rental and for sale housing in several locations throughout California.

SUMMARY OF THE POSITION:

The Project Manager will have primary responsibility for the full range of activities relating to affordable and mixed-income multifamily housing development. The Project Manager will have sole responsibility for several housing development projects being undertaken by the Company.

Specific responsibilities include (but are not limited to):

ESSENTIAL JOB FUNCTIONS/RESPONSIBILITIES:

- Prepare financial, physical, and entitlement feasibility analyses of potential housing sites and developments;
- Prepare budgets, variance analysis and draws;
- Process invoices and manage project budgets;
- Secure permits and approvals as required;
- Negotiate with property owners and sellers;
- Prepare loan, grant and other financing applications (including tax-exempt bonds, low-income housing tax credits and local, state and federal financing programs);
- Work with public and private lenders to secure predevelopment, construction and permanent financing;
- Procure members of design and development teams (including negotiation of consultant contracts);
- Manage architects, general contractors, and related consultants during project predevelopment and construction to ensure high quality work and timely completion;
- Represent JSCo before public agencies, elected officials, community groups, and residents;
- Work with JSCo Property Management staff to assure a smooth transition to operations;
- Develop and implement community acceptance strategies for projects; and
- Perform related duties as required.

Qualifications

The Project Manager should have five or more years of experience in affordable housing, real estate development and/or financing of multifamily housing. The position requires a strong knowledge of affordable housing real estate development practices, affordable housing funding programs, real estate finance, construction, and permitting/entitlement processes. Applicant should have experience and/or demonstrated abilities in the following areas:

- Preparation and analysis of pro forma financial spreadsheets and other relevant financial and physical analyses of low income multifamily housing developments;
- Preparation of financing and equity applications for lenders, public agencies and tax credit investors;
- Thorough working knowledge of federal, state, local and private financing sources and low income housing programs, including low income housing tax credits;
- Initiation and maintenance of effective, cooperative working relationships with public and private lenders, equity investors, public agencies, community groups, architects, contractors, development consultants, social service providers, nonprofit organizations and low income tenants;
- Strong work ethic and personal commitment to the provision of high quality affordable housing;
- Clear and effective verbal and written communications; and
- Ability to work independently and achieve results.

Education

A graduate degree in urban planning, public policy, public administration, real estate development, business administration or a related field is preferred. An undergraduate degree in a similar field, with high levels of work experience, may be acceptable.

EMAIL RESUME TO: jscojobs@jsco.net

1. Subject Line should read: Job #17-5617SF
2. Please include cover letter, salary history and references



An Equal Opportunity Employer

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