

CASA

Position Announcement: Project Manager

Grounded in the belief that the solution to homelessness is housing, CASA develops, owns and manages nearly 500 apartments for persons who have been homeless, veterans, individuals with disabilities, and those in the workforce who struggle to access and afford housing. CASA tenants pay approximately 30% of their income in rent, giving them an opportunity to live successfully. In addition to managing apartments, CASA also develops multifamily housing through both new construction and preservation rehabs.

CASA is a 501(c)(3) nonprofit organization governed by a 12-person Board of Directors, with a 27-member staff and an operating budget of \$4.2 million. CASA is funded through rental income, philanthropic gifts, and local, state, and federal government grants.

CASA is a high-functioning, forward-thinking organization that has invested in building a strong staff dedicated to our mission. CASA's culture is one in which employees look forward to coming to work every day; more than one-third of the staff have been with CASA for over ten years.

The Project Manager will serve as a valued member of the Real Estate Development team as CASA continues to grow our portfolio and develop increasingly complex projects. This position will report to the Senior Director, Real Estate Development and is based in our Raleigh office. Frequent travel to Orange and Durham counties will be required.

Summary: Responsible for directing individual real estate development projects from initial concept stage through feasibility, planning, construction or rehab, and project completion. Collaborates with Sr. Director of Real Estate Development on all aspects of CASA's portfolio growth and supports the department with administrative support, budget tracking, and research by performing the following duties.

Duties and Responsibilities include the following. Other duties may be assigned.

1. Researches, evaluates feasibility, and prepares draft financial scenarios for new development opportunities, including new construction, acquisition, and rehab.*
2. Analyzes funding options such as Low Income Housing Tax Credits (LIHTC), federal, state and local government funding opportunities, bank financing, and private foundation grants.*
3. Drafts funding requests and completes applications for funds.*
4. Gathers data and coordinates third party analyses regarding project feasibility, which includes market studies, environmental conditions, appraisals, building inspections, NEPA environmental review, and soil testing.*
5. Prepares forward-looking financial projections for real estate portfolio and makes recommendations for retention or disposition of existing assets.*
6. Prepares and maintains property analyses of existing multi-family portfolio, including identifying reserve requirements, refinancing options, disposition, or

repositioning strategies.*

7. Assists Sr. Director of Real Estate Development and CASA's attorney to review all legal documents required for asset acquisitions and dispositions.*
8. Monitors progress of projects under development for cash requirements, budget variances, and completion status.*
9. Oversees all loan closings including gathering documents and coordinating multiple parties.*
10. Creates project plans, tracks details and timelines, determines next steps, and keeps colleagues, partners, and project participants informed of progress.*
11. Gathers data and provides oversight for accountants preparing cost certifications for all new projects.*
12. Coordinates development of property operating budgets with Sr. Director of Property Management and Chief Financial Officer.*
13. Assists Real Estate Development Department with administrative responsibilities including document preparation, document filing and storage, compliance, reporting, and other duties as needed.*
14. Monitors projects under construction and during rehab, to include site visits, meetings with design and construction teams, problem-solving, approving and tracking project costs, submitting and tracking requests for payment (construction draws) from funders, and submitting and tracking requests for project modifications or timeline changes.*

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.

Language Ability:

Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. 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/or boards of directors.

Math Ability:

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

Reasoning Ability:

Ability to solve practical problems and deal with a variety of concrete variables in situations

*Essential Function

where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Computer Skills:

To perform this job successfully, an individual should have knowledge of Microsoft Word, Microsoft Excel, QuickBooks, Podio, and Property Management software.

Education/Experience:

Bachelor's degree (B.A./B.S.) from four-year college or university; and four to six years related experience and/or training; or equivalent combination of education and experience.

Certificates and Licenses:

Valid Driver's License

Knowledge, Skills and Other Abilities:

- Comfort level with risk and uncertainty inherent in real estate development, especially affordable housing.
- Interest in and passion for affordable housing.
- Interest in being an integral and creative part of a mission-driven nonprofit.
- Excellent verbal, written, financial analysis, and project management skills.
- Knowledge of GAAP, Housing Tax Credits, and financing practices as they relate to real estate development.
- Ability to work independently, meet deadlines, and manage multiple projects and priorities at the same time.
- Must foster relationships with elected officials, financial partners, professional advisors, and contractors.
- Shows strong initiative and follow-through including the willingness to take ownership of projects and tasks and do what is necessary to see them through to completion.
- Strong attention to and retention of detail.
- Strong problem-solving skills, perseverance and resilience, and a willingness to ask questions and learn.

No emails/phone calls please. To apply, visit www.casanc.org/about/jobs to upload cover letter and resume by May 1, 2019.