



Housing Development – Assistant Project Manager Position Description

Supervisor: Director of Real Estate Development
Department: Real Estate Development
Status: FT, Non-Exempt

ORGANIZATIONAL BACKGROUND:

Cabrillo Economic Development Corporation (CEDC) is a community development corporation serving Ventura, Santa Barbara and Los Angeles Counties. CEDC's core program areas are: the development and construction of multi-family rental housing for very-low, low, and moderate income families; homeownership education, counseling, loan packaging and lending; property management; and community building and neighborhood revitalization.

An industry leader since 1981, CEDC has built 45 affordable housing developments totaling close to 1,700 ownership and rental units. It currently has an ownership interest in 1,121 rental units that it manages. CEDC has an annual operating budget of \$5,800,000 and multiple projects in the early stages of development.

MAJOR JOB RESPONSIBILITIES

The CEDC affordable housing division operations are based on the practice of community building principles. Working under the direction of the Real Estate Development Director (REDD), the **Assistant Project Manager** will assist Project Managers, Senior Project Managers and RED Director with selected tasks and various routine aspects of the planning, development and implementation of an affordable housing project through acquisition, construction and occupancy.

KNOWLEDGE, SKILLS AND ABILITIES:

Our successful Project Manager Assistants are knowledgeable in all aspects of affordable housing/real estate development, including the entitlement process and political positioning dynamics. Communication skills are essential in order to represent the project vision to completion while being sensitive to naysayers. The ability to multi-task several needs of each project while managing multiple projects and exercising a high degree of independence, motivation and accountability is crucial.

Specific duties and responsibilities include the following:

- Ability to initiate and maintain effective, cooperative working relationships with colleagues and other development team members.
- Assists updating and maintaining project budgets, pro formats, cash flows projections and construction schedules.
- Serves as a research assistant to identify funding sources and new projects, policy initiatives, feasibility analysis, predevelopment, construction and permanent loan phases for development.
- Assists in the preparation of applications for local, state, federal and other funding sources.
- Assists in implementing and coordinating the due diligence processes.
- Assists in the coordination and preparation of various bid, advertisements and process to select development team members and contract specialists.
- Assists in the preparation of all types of loan draw requests and documentation for funders.



- Attends project meetings at discretion of supervisor.
- Takes and prepares minutes of meetings.
- Assists or leads coordination of planning and permit approvals.
- Prepares reports and monitors deadlines and project reporting requirements.
- Assists or leads the preparation of progress reports, as requested.
- Assists in coordination of project transfers to Property Management, Asset Management and Resident Services Departments.
- Administers or assists in project accounting, invoicing, and budget reconciliations. Acts as liaison between RED and Accounting departments.
- Other tasks as assigned related to real estate development, policy development, organizational budgets, planning and administration.
- Administrative support including copying, filing, creation and maintenance of filing systems, mail and deliveries, office supplies and equipment.
- Demonstrated analytical, planning and organizing skills.
- General knowledge and understanding of real estate development concepts and principals.
- Strong verbal communication skills and clear writing ability; expertise in working with computer programs and spreadsheet software such as Microsoft Excel and Word.
- Capacity to handle multiple tasks simultaneously in an organized, efficient and timely manner.

QUALIFICATIONS

- Bachelor's degree in urban planning, public administration, business, real estate or related/applicable field. Previous experience with a community-based nonprofit agency, real estate development, lending institution or related business desired;
- An entrepreneurial and creative approach to problem-solving in the field of real estate development;
- Knowledge of federal and state affordable housing programs, real estate practices and principles;
- Ability to communicate effectively, both orally and in writing. Excellent public presentation/speaking skills;
- Computer literacy in MS Office including Word, Excel, PowerPoint and ability to learn various other software applications using spreadsheets, word processing, and databases;
- Comfortable working with intangibles;
- Patience, persistent and a person of integrity;
- Strong interpersonal skills necessary to work effectively with a diverse community of people and organizations;
- Knowledge and awareness of issues faced by low-income families; and
- Valid California driver's license, automobile liability insurance, and transportation for use at work is required.

CANDIDATE PREFERRED ATTRIBUTES, BUT NOT MANDATORY

- Nonprofit housing experience
- Experience with resident councils or limited equity housing cooperatives
- Graduate level coursework/degree
- State of California Department of Real Estate Broker's License

- Appreciation/respect of and commitment to the goals of Cabrillo Economic



Development Corporation

- Experience in urban planning, housing development, real estate development, planning, business, finance or a related field or a graduate degree in a related field
- Bilingual (English/Spanish) written and verbal

CEDC IS PROUD TO BE AN EQUAL OPPORTUNITY EMPLOYER.