



**Company:** PEP Housing  
**Position:** Housing Development Project Manager (HDPM)  
**Location:** Corporate Office  
**Reports To:** Director of Housing Development  
**FLSA Status:** Exempt

**Summary:** The Housing Development Project Manager is responsible for originating, coordinating, and implementing all aspects of the development of affordable housing projects, which may include new construction, rehabilitation, re-syndications, and joint ventures with other developers. The HDPM is expected to manage a workload of multiple projects in a collaborative environment.

### **Principle Duties and Responsibilities**

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- In collaboration with the Director of Housing Development, evaluate potential project sites and properties.
- Prepare written report material including grant and financing applications and new business proposals.
- Organize critical community support; make presentations before public bodies and community groups.
- Research and secure sources of predevelopment, construction, and permanent financing from public and private sources.
- Work with public agency staff to assure timely public review and approval, including environmental and other entitlement reviews.
- Solicit and coordinate the work of non-construction-related project consultants, including legal, finance and other special consultants.
- Coordinate bid and qualification processes to select construction-related consultants, including architects, general contractors and construction consultants; prepare and negotiate contracts; monitor contract compliance.
- Negotiate contracts under the supervision of the Housing Development Director
- Organize, coordinate, document and facilitate escrow closings.
- Prepare and monitor development and construction budgets.
- Prepare, update, and adhere to project timelines and schedules.
- Oversee project design development; supervise preparation of project plans and specifications; ensure attention given to special-users' needs, PEP Housing standards, project budget, timelines, and lender/investor/regulatory requirements.
- Ensure prevailing wages orders have been incorporated into the construction contract and subcontractors.
- In collaboration with the Director of Housing Development, oversee the construction process, including compliance with local government and lender requirements; perform site inspections; recommend decisions regarding change order requests; process change orders, pay application and loan disbursement requests; and assure compliance with plans and specifications.
- Manage interdepartmental planning and project handoff process to ensure successful transition to operations.
- Perform outreach duties and public relations work as needed; attend neighborhood and community meetings and public hearings; act as liaison between PEP, its consultants, vendors, partners and the community.
- Represent PEP externally at industry forums and groups within identified geographic areas.
- Attend PEP's Board Committee meetings as required.
- Undertake tasks as may be assigned by the Director of Housing Development.
- Perform other duties as assigned.

### **Competencies**

- Financial Management.
- Critical (short-term) and Strategic (future) Thinking Mindset.
- Time Management.
- Prioritization Skills.
- Organization Skills.
- Solutions Oriented.
- Business Acumen.
- Ethical Conduct.
- Performance Management.

### **Education, Skills and Experience**

- Bachelor's degree (B.A.) or equivalent; or four years related experience and/or training; or equivalent combination of education and experience.
- A background in planning, business, community development, public policy or a field related to housing is highly desirable as is a passion for housing justice and equity.
- Experience or background in affordable housing development, planning, business, and real estate finance preferred,
- Knowledge of local, state and federal housing financing programs; including HUD 202/811, Low Income Housing Tax Credits, and Tax-Exempt Bonds preferable
- Ability to conduct financial analysis and budget preparation.
- The ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community regarding housing development projects; ability to effectively present information to top management, public groups, and boards of directors.
- 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 with Microsoft Office products, including Word and Excel.
- Ability to work under pressure and successfully meet deadlines.
- Knowledge of and sensitivity to the concerns and needs of individuals living on limited incomes.
- Commitment to the company's goals and philosophy.

### **Qualifications**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed above are representative of the knowledge, skill, and/or ability required.

### **Supervisory Responsibility**

This position may supervise one or more Development staff members. Carry out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; performance management; rewarding and disciplining; addressing complaints and resolving problems.

### **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. While performing the duties of this job, the employee is regularly required to talk or hear; frequently required to sit and use hands; occasionally required to reach with hands and arms; work in buildings, on grounds and on roofs; walks, climbs ladders, stoops, kneels, crouches, reaches, sits, bends and stands for long periods of time; must be able to lift, push and pull up to 50 lbs.

**Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The noise level in the work environment is usually moderate.

**Position Type/Expected Hours of Work**

This is a full-time position. Days and hours of work for full-time employees are Monday through Friday, 8:00 a.m. to 4:30 p.m. Days and hours of work for part-time employees are scheduled based on business needs. Occasional evening and weekend work may be required as job duties demand.

**Travel**

Travel is primarily local during the business day, although some projects may require more out-of-the-area and overnight travel.

**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 are performed when circumstances change. This job description replaces all previous descriptions for this position.

**Signatures**

This job description has been approved by all levels of management:

Manager \_\_\_\_\_

HR \_\_\_\_\_

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee \_\_\_\_\_ Date \_\_\_\_\_