

**Real Estate Project Manager
Housing Development**



POSTING DATE: 1.13.2022

REPORTS TO: Director of Housing Development

HOURS: Full time, may include evenings and weekends

PAY RANGE: Minimum starting salary \$90,000

BENEFITS: Medical, dental, vision, retirement, long term disability, vacation & sick leave

POSITION TYPE: This is an exempt management level position.

Summary: The Real Estate Project Manager will lead the effort of the Low Income Housing Institute (LIHI) and its Housing Development Department in confidential real estate transactions. The position is responsible for developing and carrying out the annual work plan for new project development requiring proficiency in legal, finance, site assessment and land use.

This position will support LIHI's Executive Director and Housing Development Director in all aspects of the legal, financial and project management development process, including redevelopment, feasibility analysis, acquisitions, financing, construction and other development related activities.

The position serves as part of LIHI's Management Team and the person must work effectively with all staff in LIHI's departments.

The duties of the position include the following responsibilities:

1. Oversee front-end development efforts including solicitations and awards of contracts for third party consultants related to pre-development site assessments and entitlement review.
2. Review documents to secure site control including Purchase and Sale Agreements, Leases and Addenda.
3. Negotiate in confidential transactions price adjustments and revisions taking account of site studies, feasibility reports and unexpected discoveries that impact price and cost of development.
4. Maintain communication with Director of Housing Management, Finance Director, and other staff where appropriate during the design, development and hand-off projects post construction.
5. Serve as in-house resource to all staff, the Executive Director and the Board of Directors on board resolutions, legal document review and new development loan documents including but not limited to Covenants and Restrictions, Tax Exemptions, UCC Searches, lawsuits and claims.

6. Interface competently with LIHI outside counsel in three major areas: loan closings, land use disputes and project documentation.
7. Complete other tasks as assigned or needed.

Qualifications:

1. Must have legal experience and have trained in development finance. A bachelor's degree is required, and a law degree is preferred. No less than five years of paralegal work experience specifically in real estate law and public finance can substitute for a law degree.
2. Working knowledge of housing finance resources such as private and public financing, bond financing, tax credits and joint venture capital is required. Candidates who also possess comparable experience in law, market-rate housing development, construction project management, housing management, housing policy and advocacy are encouraged to apply.
3. The candidate must be experienced in working with computers including word processing and spreadsheet software, Microsoft Word and Excel, and must be able to analyze and review project budgets and financial information.
4. The candidate must have excellent organizational, written and verbal communications skills, and possess leadership qualities. The ideal candidate will provide effective training and guidance to staff, and monitor and track multiple projects at different stages of completion.
5. The Low Income Housing Institute is noted for its innovation in the field of low-income housing and advocacy. The successful candidate must be committed to social change and community empowerment.
6. Must pass background and drug screening.

New hires must be fully vaccinated against COVID-19 by their start date; except where accommodations are required by law. Proof of COVID-19 vaccine is required unless an accommodation is made.

The Low Income Housing Institute is an equal opportunity employer. Qualified members of historically marginalized and underrepresented communities are encouraged to apply. LIHI participates in the e-verify system.

About us:

The Low Income Housing Institute (LIHI) has a 30-year history and track record of owning and managing low-income housing; developing innovative solutions to homelessness; advocating for housing justice; providing supportive services; and operating hygiene services for homeless people at our Urban Rest Stops. LIHI staff have developed over 4,500 affordable housing units and manages over 2,500 units including rental housing, permanent supportive housing and transitional housing. The populations served include: families, singles, seniors, veterans, young adults, immigrants, low wage workers, and people living with physical and mental disabilities. LIHI is one of the largest nonprofit housing organizations in the state. Our properties are located in Seattle, King County, and five adjacent counties. LIHI is a national leader in sponsoring tiny house villages as a crisis solution to homelessness. Annually, the tiny house villages and shelters serve 1,000 homeless people and our hygiene programs serve over 8,000 homeless people. LIHI is a BIPOC organization committed to anti-displacement, equitable

development, and social racial justice. LIHI staff is collaborative, dynamic, and dedicated to taking bold steps in ending homelessness and creating supportive communities for people to thrive.