



## Job Title: Project Developer

<b>Department:</b>	Real Estate Development
<b>Location:</b>	Central Office (A Street Office)
<b>Reports To:</b>	Associate Director of Development
<b>FLSA Status:</b>	Exempt
<b>Last Updated:</b>	January 12, 2021

[APPLY HERE: Project Developer - Sacramento - Career Portal \(dayforcehcm.com\)](#)

Formatted: Font: Bold

### POSITION SUMMARY

Responsible for originating, coordinating and implementing all aspects of the development of affordable housing projects. Projects may include new construction, rehabilitation, Eden-owned resyndications, and joint ventures with other developers. Project developers are expected to manage a workload of multiple projects in a collaborative environment.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Helps 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; negotiate contracts.
- Coordinate bid and qualifications processes to select construction-related consultants, including architects, general contractors and construction consultants; prepare and negotiate contracts; and monitor contract compliance.
- Negotiate contracts.
- 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, Eden standards, project budget, timelines, and lender/investor/regulatory requirements.
- 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.
- Work with Eden Housing Resident Services to identify feasibility of on-site service programs, and identifies sources of necessary funding.
- Work with Eden Housing Management and community groups to facilitate affirmative marketing and smooth transition to occupancy.
- 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 Eden, its consultants, vendors, partners and the community; and participate in local, state and federal policy planning and advocacy efforts.
- Represent Eden externally at industry forums and groups within identified geographic areas

- Attend Eden’s Board meetings as required.
- Undertake tasks as may be assigned by the Associate Director of Development or Director of Development.

**SUPERVISORY RESPONSIBILITIES**

This job has no supervisory responsibilities.

**EDUCATION and/or EXPERIENCE**

Master's degree (M. 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.

**PREFERRED SKILLS and/or ABILITIES**

- Experience or background in housing, planning, business and real estate finance
- Experience or background in affordable housing development, planning or finance
- Knowledge of local, state and federal housing financing programs; including HUD 202/811, Low Income Housing Tax Credits, and Tax Exempt Bonds.
- Knowledge of and sensitivity to the concerns and needs of lower income people
- Ability to conduct financial analysis and budget preparation
- 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 in Word and Excel (to conduct financial analysis)
- Ability to work under pressure and successfully meet deadlines
- Commitment to the company's goals and philosophy.

**LANGUAGE SKILLS**

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

**MATHEMATICAL SKILLS**

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

**REASONING ABILITY**

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

**CERTIFICATES, LICENSES, REGISTRATIONS**

Must have reliable automobile transportation and a valid California Driver’s License and insurance.

**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. The employee frequently is required to sit and use hands to finger, handle, or feel. The employee is occasionally required to reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and ability to adjust focus. Physical demands include writing/typing, use of computer and paper files, answering phones, attending meetings.

**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.

**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.

**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.

**MUST BE FULLY VACCINATED**