



Changing lives
Building communities
Creating opportunities

Central City Concern is a non-profit social service and housing agency whose mission is to provide pathways to self-sufficiency through active intervention in homelessness. CCC provides many services, such as chemical dependency treatment, employment services, housing, medical services, and other related services, to a diverse population. As an agency deeply rooted in recovery we have a keen interest in promoting and maintaining a Drug & Alcohol-Free Workplace. A drug and alcohol-free workplace is essential in supporting individuals in recovery, and in providing a safe, healthy, and productive environment for employees. As part of our policy and commitment to a drug and alcohol-free workplace we conduct post-offer, pre-employment drug screens.

JOB ANNOUNCEMENT

TITLE: Development Project Manager
DEPARTMENT: Housing Development
REPORTS TO: Director of Housing
REPRESENTED: No
SHIFT: Monday – Friday, 8:00am – 5:00pm
SALARY: Depending on Experience, Up to \$56,700 per year

POSITION SUMMARY:

The Project Manager and Architect works as part of a team overseeing the acquisition, rehabilitation, new construction, and financing of residential and commercial real estate projects. In addition, as an Architect, this position includes an emphasis on oversight and/or review of design elements in CCC projects.

DESCRIPTION OF DUTIES:

1. Assist with the planning, financing, and execution of a development pipeline which advances the organization's mission.
2. Oversee the implementation and development of mixed-use affordable housing and commercial projects including new construction and rehabilitation of existing buildings.
3. Prepare applications and other documents as needed to secure necessary project financing.
4. Maintain project progress to ensure on-time and on-budget project completion.
5. Assist with site selection and feasibility studies related to potential development projects, including identification of suitable properties, zoning impact studies, conceptual design work, and the preparation of financial proformas.
6. Oversee the project team to facilitate the design and construction of developments per CCC requirements.
7. Negotiate agreements with public and private funders and/or stakeholders.
8. Provide technical assistance to CCC staff on the proper application of building materials and construction methods. Assist throughout the agency with the identification of design needs and/or the procurement of building professionals.
9. Work closely with CCC's asset management staff on the preparation of capital needs assessments, energy audits, and related reviews.
10. Represent CCC and/or CCC projects in public and private forums, meetings, and events.
11. Monitor development progress and timelines to ensure compliance with funder and Central City Concern requirements.
12. Create and edit basic project draws and proformas and read and understand more complex proformas.

13. Prepare reports on an on-going basis for distribution to other CCC staff or board members, project partners / funders, and others.
14. Perform administrative services including maintaining the department's filing system.
15. Assemble due diligence and other details required for real estate and financial closings.
16. Research grants and other funding possibilities, including green building sources.
17. Coordinate and/or prepare funding applications.
18. Develop and maintain an understanding of typical affordable housing development funding mechanisms and real estate fundamentals and practices to assist with evaluation, funding and compliance.
19. Research and coordinate information for special projects, as assigned.
20. Represent CCC in public and private meetings.
21. Perform administrative services for the Housing Development Department as needed.
22. Maintain the department's filing system.
23. Participate in compliance, quality assurance and quality improvement activities as directed.
24. Perform other duties as assigned.

SKILLS AND ABILITIES:

1. General knowledge of the legal, financial, and construction aspects of affordable housing development.
2. General knowledge of affordable housing policy.
3. General knowledge of building design and construction.
4. Ability to evaluate opportunities and recommend appropriate action.
5. Ability to effectively supervise.
6. Ability to manage time and meet deadlines.
7. Ability to work closely in partnership with other program managers to achieve organizational goals.
8. Ability to create and monitor budgets and financial projections.
9. Ability to effectively communicate and demonstrate well-developed oral and written skills.
10. Ability to work independently and follow instructions with minimum supervision.

MINIMUM QUALIFICATIONS:

1. Experience in real estate development and management sufficient to perform the duties required of the position.
2. Experience in the public or nonprofit sector preferred.
3. Green building experience and LEED accreditation preferred.
4. Must possess a high degree of computer literacy. Experience with productivity software (MS Word, MS Excel, and MS Project) and graphic/architectural design software (Adobe and Autodesk) preferred.
5. Must possess at least a high school diploma or equivalent.
6. If a recovering chemically dependent person, must be currently clean and sober.
7. Must pass a pre-employment drug screen, TB test and background check.
8. Will be required to carry an agency cell phone for work use. Cell phone will be provided by Central City Concern.
9. Must possess a current drivers license, pass a DMV background check and be designated an "acceptable" driver as outlined in Central City Concern's Fleet Safety Policy. Must pass an initial drivers training and continued recertification training.
10. Must adhere to agency's non-discrimination policies.
11. Ability to effectively interact with co-workers and clients with diverse ethnic backgrounds, religious views, political affiliation, cultural backgrounds, life-styles and sexual orientations, and treat individuals with respect and dignity.

APPLICATION PROCEDURE:

Qualified applicants **must** submit a Central City Concern employment application to be considered for this position which can be obtained at www.centralcityconcern.org. Applicants

may include a cover letter and resume. Apply by mail or fax (503-445-8089), or in person at Central City Concern, 232 NW Sixth Avenue, Portland, OR 97209. Application email: jobs@ccconcern.org. Current CCC employees must submit an *Internal Employment Application*, available at the main office. More information at www.centralcityconcern.org.

Date Open: 8-25-11

Date Closed: 9-13-11

EQUAL OPPORTUNITY EMPLOYER

Reference # 11- 171