Job Description
ASSISTANT PROJECT MANAGER

Reports to: Senior Project Manager
Department: Real Estate Development
Effective Date: April 1, 2021

Two small groups of concerned citizens - Housing Association for Napa Development (HAND) and Napa Valley Family Home (NVFH) – merged in 1997 and created the longest serving nonprofit housing organization in Napa County, Napa Valley Community Housing (NVCH).

The focus at the time of the merger and today's focus is to address the lack of housing available to low-income community members, our neighbors, in addition to providing supportive and transitional housing for those with special needs. NVCH believes and knows that without a stable home and roof over their heads, our neighbors cannot be well, thrive and flourish.

I. POSITION SUMMARY:

The Assistant Project Manager works with the Senior Project Manager to take full responsibility for specific portions of the Real Estate development process. Typical tasks include predevelopment due diligence and organization, aspects of feasibility analysis, completion of funding proposals, summary and analysis of project agreements, and work with community organizations. Projects include affordable rental apartments and other public benefit real estate developments.

II. ESSENTIAL JOB FUNCTIONS:

Responsibilities/Duties

- Assist Senior Project Manager and CEO to identify and evaluate potential project sites and properties, using continuous input throughout the course of project from Property Management, Compliance and Resident Services staff.
- Review and analyze acquisition, finance and Joint Venture agreements.
- Work with Senior Project Manager to identify members of development design team and negotiate contracts relating to consultants such as: engineers, contractors, architects, lending institutions, etc.

- Assist Senior Project Manager to prepare and monitor project budgets, cash flow projections and project schedules.
- Assist Senior Project Manager to research and secure funding sources to support feasibility, predevelopment, construction and permanent loan phases of development.
- Coordinate application materials for specific funding requests.
- Assist Senior Project Manager to prepare and submit loan reports and oversee loan fund draws.
- Assist Senior Project Manager to initiate and participate in community support campaigns.
- Assist Senior Project Manager with preparation of zoning applications and other city required approvals.
- Assist Senior Project Manager to address and resolve construction warrantee and potential defect claims.
- Participate in department, NVCH and other staff meetings and activities.
- Any other work or training assigned by the Senior Project Manager or CEO.

III. **REQUIRED KNOWLEDGE, SKILLS & ABILITIES:**
(training, education, experience, etc.)
- Experience in housing development
- Strong verbal and written communication skills and interpersonal skills.
- Careful attention to detail and well-organized.
- Ability to adjust to changing situations and work under pressure.
- Good conflict-resolution and problem-solving skills.
- Basic understanding of real estate financing and affordable housing programs.
- Ability to work independently and with a team
- Proficiency with Microsoft Word and Excel programs.
- Either relevant experience or a Bachelor's Degree in urban planning, architecture, urban studies, public/business administration, or a related field.
- Valid California Driver's License.

IV. **PHYSICAL DEMANDS:**
(e.g. lifting, repetitive motions, walking, standing, bending, climbing, squatting, kneeling, etc.)
- Ability to conduct on-site property inspections of non-ADA compliant properties and construction sites.
- Ability to drive.

V.   **<u>DECISION MAKING/PROBLEM SOLVING:</u>**

(kinds of decisions and problems this position deals with, if applicable)

- Ability to meet with community members and address concerns in a manner that builds trust within the community.
- Ability to prioritize workload and meet multiple deadlines.