



Title: Assistant Project Manager, Development

Position Details: Open to candidates seeking part or full-time positions. Requires in-person work, valid driver's license and clean driving record.

Location: Napa Valley Region

Napa Valley Community Housing is nonprofit focused on addressing the lack of housing available to low-income community members. NVCH believes and knows that without a stable home and roof over their heads, our neighbors cannot be well, thrive and flourish.

The position of Assistant Project Manager, Development offers an exciting opportunity to gain hands-on experience in all phases of real estate development—from site evaluation and project financing to construction monitoring and project closeout. You'll work alongside architects, engineers, contractors, public agencies, and community stakeholders to help bring impactful housing developments to life.

Duties and Responsibilities

Pre-Development & Feasibility

- Support evaluation of potential development opportunities, including gathering site data, zoning information, and comparable project research
- Assist with preliminary feasibility analysis (pro formas, unit mix scenarios, basic cost estimates) under the direction of the Associate Director
- Help prepare materials for site visits and initial due diligence
- Track and organize documentation related to property acquisition

Financing & Funding Applications

- Assist in compiling and organizing applications for project financing sources (TCAC, CDLAC, HCD, HUD, AHP, and similar programs)
- Maintain financing application calendars and deadlines
- Help gather supporting documentation (financial statements, project narratives, exhibits) for funding submissions
- Track status of pending applications and awards, flagging upcoming deadlines to the Associate Director

Consultant & Contractor Coordination

- Assist in coordinating the development team, including architects, engineers, general contractors, and other consultants
- Schedule and help facilitate design and construction team meetings; prepare and distribute meeting notes
- Track consultant contracts, scopes of work, and deliverables
- Assist with review and processing of consultant and contractor invoices/billing
- Maintain project files and ensure documentation is organized and accessible

Entitlements & Public Approvals

- Support preparation of materials for public entitlement processes and permit applications
- Help track permit and entitlement timelines across jurisdictions
- Assist in preparing materials for community meetings and public presentations
- Attend public meetings and hearings as needed to support the Associate Director

Construction Monitoring

- Assist in tracking construction progress against schedule and budget
- Help process and organize construction draw requests
- Support documentation of site visits, RFIs, and change orders
- Help maintain construction budget tracking spreadsheets and cost reports

Transition to Operations

- Assist in compiling project documentation and close-out packages for handoff to Operations/Property Management
- Help ensure warranty information, as-built plans, and compliance documents are properly filed and transferred

Cross-Departmental & Administrative Support

- Maintain project tracking systems, timelines, and status reports for the development pipeline
- Prepare internal reports and updates summarizing project status for leadership
- Support general administrative needs of the Real Estate Development Department (filing, scheduling, correspondence)
- Assist with research on affordable housing policy, best practices, and funding program updates
- Other duties as assigned

Required Knowledge Skills and Abilities

- Relevant experience or bachelor's degree in urban planning, architecture, urban studies, public/business administration, or a related field
- Basic understanding of real estate financing and affordable housing programs preferred.
- Strong verbal and written communication 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
- Ability to work independently and with a team
- Proficiency with Microsoft Suites and intermediate use of other technical software or programs

Compensation: Compensation and benefits commensurate with experience; range \$21 – \$26 per hour