



Title: 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 Project Manager, Affordable Housing Real Estate Development role is integral to advancing NVCH's mission of providing high-quality, safe, and healthy affordable housing for our community. Reporting directly to the Associate Director of Development, the position will serve as the lead decision-maker and be accountable for all phases of development, including financing strategy, site acquisitions, entitlements, consultant management, construction oversight and supervises Assistant Project Manager(s).

Key Responsibilities

- **Feasibility & Acquisition:** Conduct financial pro forma analyses and site feasibility studies; evaluate potential development opportunities; support negotiation of purchase and acquisition agreements; lead due diligence on prospective sites.
- **Project Financing:** Assemble layered financing packages for assigned projects, including Low-Income Housing Tax Credits (LIHTC), tax-exempt bonds, TCAC/CDLAC applications, HCD/HUD/AHP funding, and local grants; prepare and submit funding applications; track compliance with funder requirements throughout the development timeline.
- **Entitlement & Public Approvals:** Lead entitlement and permitting processes for assigned projects; develop and execute community acceptance strategies; represent NVCH at public hearings, planning commission meetings, and community forums.
- **Team & Construction Management:** Select, contract, and manage architects, engineers, general contractors, and other consultants for assigned projects; negotiate construction contracts and change orders; oversee project budgets, schedules, and monthly draw processes; resolve construction issues as they arise.
- **Project Oversight & Delegation:** Direct the day-to-day work of the Assistant Project Manager on assigned projects, delegating tasks such as documentation tracking, consultant coordination, and draw processing while retaining ownership of project decisions and outcomes.
- **Project Transition:** Manage handoff of completed projects to Property Management and Asset Management, ensuring complete documentation, warranty information, and operational readiness for lease-up and long-term stabilization.
- **Cross-Departmental Collaboration:** Coordinate with Finance, Property Management, and Asset Management throughout the project lifecycle; provide regular project status updates to the Associate Director of Development.



- **Advocacy:** Represent NVCH in public policy discussions and affordable housing advocacy efforts; stay current on funding programs and regulatory changes affecting project feasibility.

Qualifications

- **Education:** Bachelor's degree in real estate development, urban planning, architecture, finance, construction management, or equivalent experience.
- **Experience:** 3–5+ years of progressive experience in affordable housing or residential real estate development, including direct experience managing projects through financing, entitlement, and construction phases.
- **Technical Skills:** Working knowledge of LIHTC, TCAC/CDLAC processes, land use law, and construction documentation; ability to read and manage complex pro formas and development budgets.
- **Other Skills:** Strong public speaking and negotiation skills; ability to manage multiple projects and consultants; when appropriate effective delegation and mentorship of junior staff.

Compensation: Compensation commensurate with experience; range \$27 – \$36 per hour