



Job Title: Project Manager - Home Renovations
Reports to: Vice President of Real Estate

The Project Manager is responsible for supporting Elevation Community Land Trust's ("ECLT") work in expanding homeownership opportunities for low and moderate-income families in the region. The primary focus will be the renovation of acquired real estate to help fulfill ECLT's mission of providing opportunity through affordable homeownership.

PRIMARY DUTIES and RESPONSIBILITIES

The Project Manager is expected to work independently and perform a wide range of duties including, but not limited to the following:

Project Management – Property Acquisitions

- Responsible for project feasibility and due diligence on property acquisitions; problem solve for issues that pose material risk/liability
- Ensure contract terms and deadlines are adhered to during due diligence
- Develop renovation budgets and schedules
- Coordinate and negotiate with potential partners on the project, program, and financing requirements
- Coordinate with other departments for project kickoff, due diligence efforts, closing, property transition, and compliance
- Understand and apply available finance tools to various acquisition types

Project Management – Home Renovations

- Oversee the day-to-day development functions of all active renovation projects
- Identify, attract, and retain local vendors, contractors, architects, engineers, real estate agents, environmental consultants, and other professionals
- Understand energy efficiency methods, Xeriscaping and water conservation practices
- Prepare and maintain project work plans, budgets, and procurements
- Manage and coordinate project schedules to ensure successful and quick project completion
- Strive to complete projects below assigned budget and seek ways to reduce construction costs and streamline processes
- Establish project goals in coordination with development partners, third party contractors and vendors
- Manage renovation processes and oversee project team to monitor the construction activity; including entitlement, permitting, construction inspections, scheduling, and managing progress meetings
- Attend project team meetings with organizational team, development partners, lenders, architects, contractors, etc

- Oversee the requisition and draw process, including review and approval of contractor and related vendor progress payments, lien releases, etc
- Manage preparation and oversight of partner agreements and construction contracts; ensure effective communication systems are in place
- Anticipate compliance issues, construction phasing, and project close-out
- Understand lender requirements
- Ensure compliance with federal/state/local regulations
- Ensure efficient project close with all project files properly documented and critical information communicated to appropriate departments
- Review project budget, schedule, monthly cash flow and other activities with the VP of Real Estate and finance team
- Participate in site and project design charrettes, as appropriate
- Maintain safety and cleanliness of site and surrounding neighborhood
- Create and update project manuals to include correspondence, agreements, contracts, lien releases, completion and insurance certificates, inspection approvals, green building/energy conservation, and project team meeting minutes

General

- Develop and maintain an understanding of the community land trust model and resale formula
- Maintain strong understanding of general real estate industry issues with specific emphasis on single family residential activities in ECLT's focus areas
- Maintain an understanding of community issues that impact ECLT work, i.e. affordable housing, workforce development, social enterprises, government funding programs, etc
- Engage tools and technology to enhance performance and track projects
- Participate in organizational strategic planning, goal setting, and annual budget preparation
- Represent ECLT at community engagement meetings when appropriate
- Serve as liaison with members of ECLT collaborative partnerships as assigned
- Offer recommendations to improve organizational procedures, as appropriate
- Provide Board and committee support
- Prepare requested project status reports/ presentations for VP of Real Estate, committees, Board, and lenders; present project concepts; obtain necessary project approvals

Education

- Bachelor's degree in a related field or commensurate experience

Experience

- Must have at least 5 years of experience in project management, construction, home renovations, budgeting, community development, and affordable housing

Knowledge, skills, and abilities

- Engage resources to resolve issues in a timely manner in order to maintain trust and confidence of community stakeholders and partners
- Ability to plan and manage several complex projects simultaneously
- Must possess a passion and commitment for community development, real estate and ECLT's mission of affordable homeownership
- Proficient in Microsoft Excel and Word
- Strong organizational, problem-solving, and analytical skills; able to manage priorities and workflow
- Ability to understand and follow written and verbal instructions
- Ability to work independently and as a member of various teams
- High level of interpersonal skills
- Excellent communication skills, written and verbal
- Versatility, flexibility, and a willingness to work within constantly changing priorities with enthusiasm
- A commitment to maintain strict confidentiality
- High level of integrity, transparency and accountability

How to Apply

Using ECLT Project Manager – Home Renovations as the subject line, please send your resume with cover letter to HRapplications@urbanlandc.org.

Equal Opportunity Employer

It is the policy of Elevation Community Land Trust to provide equal employment opportunity (EEO) to all persons regardless of age, color, national origin, citizenship status, physical or mental disability, race, religion, creed, gender, sex, sexual orientation, gender identity and/or expression, genetic information, marital status, status with regard to public assistance, veteran status, or any other characteristic protected by federal, state or local law.