



DUTCHTOWN SOUTH

COMMUNITY CORPORATION

DutchTown South Community Corporation Real Estate Project Manager

Position Objective: DutchTown South Community Corporation (DSCC), a nationally recognized nonprofit developer of affordable housing real estate projects, is seeking an individual to fill the position of Project Manager in our organization. Primary job responsibilities will be to plan, coordinate, implement and manage all activities related to the development of affordable housing from acquisition through construction completion and permanent loan conversion. This position reports to the Executive Director.

Essential Functions

1. Evaluates the feasibility of potential development opportunities; conceptualizes a development program in concert with organizational mission and goals and makes recommendations to executive director
2. Plans and implements review of all financial and physical due diligence needed to safeguard the organization's investments in real estate.
3. Plans, obtains, and/or coordinates all construction permits and approvals, and all wet and dry utility plans and approvals in conjunction with development team partners.
4. Represents the Organization to stakeholders and the public. Strategizes and plans outreach to garner community support for projects. Attends and participates community and government organization meetings as needed.
5. Prepares and monitors project budgets and cash flow projections. Establishes and monitors time and cost schedules.
6. Researches sources of funding and maintains familiarity with threshold and screening criteria of key sources; prepares and submits funding applications in order to secure funding to support predevelopment, construction and permanent phases for development.
7. Implements an approved selection process to recommend the hiring of contract consultants and financial partners appropriate to the subject project.
8. Attend relevant meetings with and hosted by partners and City representatives such as St. Louis Development Corporation.
9. Strategizes and participates with executive director in the negotiation, coordination and preparation of various development-related grant applications, contracts, obtaining legal reviews as needed to minimize risk to the Organization and to secure project financing.
10. Manages the design process in conjunction with executive director.
11. Manages the design and construction teams including architects, general contractors, engineers, construction managers and other consultants to ensure adherence to project budget and schedule, cost containment and quality control. Resolves related problems and concerns. Conducts and arranges regular site inspections and construction draw meetings. Personally inspects active construction projects not less than four times a month.
12. Monitors and, as necessary, prepares project financial accounting, contract payments, lender and funder reporting requirements in a timely manner.
13. Prepares and presents progress reports to executive director, board of directors, board committees, and others as requested.

14. Assists in researching and prepares policy briefings for Agency, Supervisor and Directors as requested.
15. Other tasks as assigned related to real estate development, policy development, organizational budgets, planning and administration.

Knowledge, Abilities and Skills

1. Ability to plan and manage the development of residential real estate projects. Knowledge of project management tools and principles.
2. Strong analytical abilities, computation, negotiation and problem solving skills.
3. Ability to make public presentations and to work successfully with community groups, government and private lenders, and low-income tenants.
4. Knowledge of budgets and finance and cost management.
5. Familiarity with various funding sources and application processes for affordable housing development.
6. Leadership and team building skills.
7. Basic knowledge of building construction. Ability to track and manage construction projects, subcontractors and project development participants.
8. Strong written and verbal communication skills.
9. Ability to work independently as well as with teams.
10. Strong computer skills in office automation and various software applications using spreadsheets, word processing, and databases including MS Office Excel, Word, and PowerPoint.

Education & Experience Required: a minimum of two years project management experience with a non profit, real estate development firm or related business. Experience with low-income housing.

Desired Qualifications: Community planning and contract management experience; Knowledge of, or experience with, issues confronting low-income communities and families. Spanish language ability is a plus. Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee is occasionally required to stand and walk. The employee will be expected to get self to off site locations on occasion. The employee must occasionally lift and/or move up to 10 - 40 pounds.

Workspace: DSCC employees primarily work from the office with flexibility to work from home and elsewhere when needed. There is an expectation to work 40 hours per week with evenings and weekends required at times.

Compensation: \$70,000 a year. In order to ensure pay equity, DSCC is offering its best and final salary for this position and will not participate in salary negotiations.

DSCC offers employee benefits, including: · Health Insurance · Dental and Vision Plan · Paid Time Off · Paid holidays · DSCC is an equal opportunity employer

To Apply: Email resume and cover letter to Karisa@dutchtownsouth.org by November 27th, 2023.