



Building community from the heart

**Company Name/Location:** PEP Housing/Santa Rosa, CA  
**Job Title:** Housing Development Project Manager  
**Position Type:** Full Time, Exempt  
**Pay Range:** \$65-75k, DOE  
**Location:** Santa Rosa, CA  
**Website:** [www.pephousing.org](http://www.pephousing.org)

### **About the Company**

*PEP Housing is in its 43rd year building community from the heart. We are a successful non-profit that builds and manages affordable housing for seniors living on limited, fixed incomes. With 18 properties, over 500 residents and projects under construction, we keep busy!*

Our employees are as important as our residents, and our goal is to ensure both have a positive and rewarding experience during their time with PEP Housing. We value our employees, and we take pride in recognizing their outstanding talents and efforts. We are committed to the delivery of superior quality of services based on a foundation of honesty, integrity, and ethical treatment.

PEP's benefits include health and welfare plans (medical, dental, vision, LTD, etc.); retirement plan; work-life benefits (paid vacation and 13 holidays); career development opportunities through mentorships and continuing education programs and a great working environment with professional growth prospects.

### **Position Summary**

The Housing Development Project Manager is responsible for originating, coordinating, and implementing all aspects of the development of affordable housing projects, which may include new construction, rehabilitation, re-syndications, and joint ventures with other developers. The HDPM is expected to manage a workload of multiple projects in a collaborative environment.

### **Principle Duties and Responsibilities:**

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- In collaboration with the Director of Housing Development, evaluate potential project sites and properties.
- Prepare written report material including grant and financing applications and new business proposals.
- Organize critical community support; make presentations before public bodies and community groups.
- Research and secure sources of predevelopment, construction, and permanent financing from public and private sources.
- Work with public agency staff to assure timely public review and approval, including environmental and other entitlement reviews.
- Solicit and coordinate the work of non-construction-related project consultants, including legal, finance and other special consultants.
- Coordinate bid and qualification processes to select construction-related consultants, including architects, general contractors and construction consultants; prepare and negotiate contracts; monitor contract compliance.
- Negotiate contracts under the supervision of the Housing Development Director
- Organize, coordinate, document and facilitate escrow closings.
- Prepare and monitor development and construction budgets.
- Prepare, update, and adhere to project timelines and schedules.
- Oversee project design development; supervise preparation of project plans and specifications; ensure attention given to special-users' needs, PEP Housing standards, project budget, timelines, and lender/investor/regulatory requirements.
- Ensure prevailing wages orders have been incorporated into the construction contract and subcontractors.
- In collaboration with the Director of Housing Development, oversee the construction process, including compliance with local government and lender requirements; perform site inspections; recommend decisions regarding change order requests; process change orders, pay application and loan disbursement requests; and assure compliance with plans and specifications.



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- Manage interdepartmental planning and project handoff process to ensure successful transition to operations.
- Perform outreach duties and public relations work as needed; attend neighborhood and community meetings and public hearings; act as liaison between PEP, its consultants, vendors, partners and the community.
- Represent PEP externally at industry forums and groups within identified geographic areas.
- Attend PEP's Board Committee meetings as required.
- Undertake tasks as may be assigned by the Director of Housing Development.

**Education, Skills and Experience:**

- Bachelor's degree (B.A.) or equivalent; or four years related experience and/or training; or equivalent combination of education and experience.
- A background in planning, business, community development, public policy or a field related to housing is highly desirable as is a passion for housing justice and equity.
- Experience or background in affordable housing development, planning, business, and real estate finance preferred,
- Knowledge of local, state and federal housing financing programs; including HUD 202/811, Low Income Housing Tax Credits, and Tax-Exempt Bonds preferable
- Ability to conduct financial analysis and budget preparation.
- The ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community regarding housing development projects; ability to effectively present information to top management, public groups, and boards of directors.
- Effective oral and written communication, interpersonal and conflict-resolution skills; effective public presentation skills.
- Excellent organizational, time management and problem-solving skills.
- Ability to work in project teams and with a wide variety of individuals.
- Proficient with Microsoft Office products, including Word and Excel.
- Ability to work under pressure and successfully meet deadlines.
- Knowledge of and sensitivity to the concerns and needs of individuals living on limited incomes.
- Commitment to the company's goals and philosophy.

Qualified candidates can apply by emailing resumes to [Sharonr@pephousing.org](mailto:Sharonr@pephousing.org).

*We are an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, protected veteran or disabled status, genetic information or any other protected category. PEP Housing participates in E-Verify for U.S. citizenship confirmation. Potential employees must submit to all pre-employment processes, to include DMV, reference and background checks.*

*COVID-19 considerations:*

*PEP Housing requires its employees to be fully vaccinated.*