

Job Title: Senior Project Manager
Real Estate Development

Reports to: Chief Executive Officer

FTE: 50% to 100% FTE

Company Background:

The Central Area Development Association is a Community Based Development Organization (CBDO) incorporated in 1993, the State of Washington serving the Central Area of Seattle. The Central Area Development Association (CADA) mission is to enhance the economic vitality, affordability and livability of the Central Area. CADA's three core business lines are; developing mix-use projects, preserving affordable multi-family housing, and providing physical enhancement programs for residential housing and businesses. CADA is a Chartered Member in good standing of NeighborWorks, and Impact Capital. Our current projects include Main Street Condominiums, Welch Plaza, Harvey Apartments, and Union James Apartments. We are presently developing a mix-use project at 17th & Jackson.

Job Overview:

The Senior Project Manager will independently manage real estate development projects and oversee maintenance of all real estate assets. The position involves all phases of real estate development including site recommendation/selection/control, predevelopment, securing public/private funding for projects (grants/loans) finance, construction management, planning, and community outreach. The community outreach will include organizing and formation of a Business Improvement District of community businesses within a specified corridor. The position could be full time or part time depending on development activity level. The position has flexible work hours but evening or Saturday meetings are sometimes required.

Duties and Responsibilities:

Real Estate Development

Manage feasibility studies for new projects. Research and compile information for presentation to CEO and VP/Controller, Board, Community and Investors.

In collaboration with the CEO, identify funding sources and write grants complete project funding applications.

Oversee all aspects of selecting development team, building design, permitting, and construction.

Assess the physical condition of real estate assets, evaluate current/long term financial health, develop financial projections, and make recommendations to CEO/Controller.

Work closely with the property management company to review, assess and make recommendations about execution of regular maintenance.

Plan and provide oversight for major repair and capital improvements to existing real estate assets.

Participate in development of the scope of work and financial planning for major renovations, possibly including some day to day construction management of such projects.

Conduct quarterly physical property inspections.

Communicate and work with all staff, board members, community stakeholders, financial contributors, and consultants, local, regional, and national interested parties.

In collaboration with the Controller, develop and manage the budget and schedule for the project. Track all spending and ensure project is completed within budget and on schedule.

Anticipate critical issues, potential problems, risks, and present to CEO/Controller.

Establish and strengthen relationships with residents, businesses and organizations in the community.

General CADA Staff/Team Responsibilities

Participate in the annual review of the corporation's business/strategic plan. Provide input and feedback as appropriate.

Assist in the development of the annual operational plan, budget, targets, and performance outcomes.

Attend staff meetings, continuing educational opportunities through NeighborWorks and Impact Capital (LISC).

Required Qualifications:

Education: Bachelor Degree required with degree in construction management, business, urban planning, architecture, community development, asset management, or related field preferred.

Key qualifications and experience:

Five years in real estate development of mixed-use and affordable multi-family housing, new construction, the acquisition and rehabilitation of existing multi-family buildings. Experience with single family rehabilitation or community facilities is desirable.

Applicants must have project management experience with extensive knowledge of mix-use building systems, including design issues and construction materials and methods.

Thorough understanding of complex private and public debt financing and equity sources for typical affordable housing and mixed-use development projects. At a minimum, familiarity with State Housing Trust Fund, Low Income Housing Tax Credit, New Markets Tax Credits, HUD Programs, and CDBG funding.

Ability to understand and work well with government, private investors and lenders, community organizations, community stakeholders and other service organizations.

Applicants must be knowledgeable or willing to learn environmentally sustainable construction materials and operational practices.

Residence in or familiarity with the Central Area neighborhood is desired, but not required.

CADA is an equal opportunity employer committed to diversity in the workplace.

We provide a competitive compensation and benefits package based on experience.

To apply:

Send resume, cover letter and five professional references of current or former colleagues or clients to G. Michael Stagers. The e-mail address is gstagers@cada.org or mail submission to 2301 South Jackson, Suite 101-D, Seattle WA 98144

This position is open until filled