



AFFORDABLE HOUSING PROJECT MANAGER

COMPANY PROFILE:

In 2005, the City of Irvine convened a housing task force to help develop a strategy addressing the affordable housing crisis in the community. It was particularly important to identify a strategy to preserve the affordability of these units over the long term. To address both production and preservation, the housing task force recommended the creation of the Irvine Community Land Trust (ICLT), a new nonprofit organization.

In March 2006, the Irvine City Council unanimously approved this housing strategy and initiated the establishment of the ICLT. The ICLT provides secure, high-quality affordable housing that acquires and retains land with the purpose of developing permanently affordable rental, ownership and special needs housing for the benefit of income-eligible households. The ICLT is located in Irvine, California, the heart of one of Southern California's most expensive real estate markets.

Since its creation, the ICLT has since created 407 units of permanently affordable rental housing units, serving lower-income households and individuals. An additional 68 affordable ownership townhomes serving moderate income households sold at the beginning of 2022.

POSITION SUMMARY:

The purpose of this position is to manage, direct, plan and organize a broad range of administrative and housing related programs and projects. This work is performed under the direction of the Executive Director.

503 Nightmist - Irvine, CA 92618

www.irvineclt.org

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Manage and direct all phases of a project's development, including:
 - Site acquisition and initial feasibility and due diligence.
 - Program development.
 - Consultant management.
 - Design development.
 - Community outreach.
 - Coordinating or securing entitlements.
 - Project financing and lender negotiations.
 - Event planning.
 - Audit and compliance reporting.
 - Preparation of funding applications.
 - Preparation and maintenance of project financial proforma models including project budgets, schedules and in-kind donations.
- Maintaining, and organizing documents and files, scheduling meetings.
- Serves as Trust clerk to the board and committee meetings. Prepare agendas and reports for monthly board meetings. Prepare records' and transcribes minutes memorializing those meetings.
- Retain and manage property managers for Land Trust properties. Provide direction as necessary for tenant issues.
- Grant writing for administrative and capital funding.
- Assure maintenance of adequate systems for maintaining privacy of records.
- Represent, or coordinate the representation of the Land Trust program at public and neighborhood meetings, as necessary.
- Monitor Land Trust website and social media presence.
- Supplement and provide assistance to the Executive Director in all legislative activities.

QUALIFICATIONS, EXPERIENCE, AND SKILLS:

The ICLT seeks to hire a Project Manager with demonstrated experience and sound understanding of housing development and expertise in real estate finance with an emphasis in ownership and rental housing. Other qualifications, experience and skills include the following:

- A mission-drive individual with a passion for permanent housing solutions.

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- Experience having worked for a nonprofit or public agency developing and providing housing to underserved populations.
 - Technically proficient in all aspects of affordable housing real estate development, including finance, entitlement and design, construction, and operations.
 - Participate in development and implementation of projects to finance, construct, operate rental or for-sale low-income housing projects sponsored by the ICLT.
 - Understanding and sensitivity to working with a volunteer board of directors for a quasi-public organization, as well as with disadvantaged special needs population including the disabled, homeless and veterans.
 - Knowledge or ability to successfully execute project development activities and real estate transactions, experience or knowledge of board, staff and committee relationships and protocols, and basic budget development and administration.
 - Ability to manage multiple complex tasks at the same time with a sense of purpose, mission, and skill.
 - Strong analytical and organizational skills.
 - Respects the expertise and opinions of others and uses the information to guide decisions.
 - Experience with public and private affordable housing funding resources and subsidy programs including low-income housing tax credit program, tax-exempt bonds, and syndication proceeds.
 - Position will include some evening hours for a committee or monthly board meeting.
 - Assist Executive Director in all other aspects of Land Trust duties as appropriate.
 - This position requires attendance once a month to a Board meeting that starts at 4pm and can sometimes last up to two hours.
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- Bachelor's degree or equivalent in business, government, or related field.
 - Three or more years hands-on administrative/project management experience in the public sector, private sector, or non-profit sector.

TRAVEL REQUIREMENTS:

This position requires travel within the region, including but not limited to development sites, other municipalities, consultant offices and government offices. Infrequent travel to Sacramento may be required.

Must have and maintain a valid driver's license and insurance as required by law. Must have their own vehicle and be able to drive to worksites and inspect and survey worksites.

COMPENSATION & BENEFITS:

Competitive salary based on qualifications and experience. Current salary range is \$90,000 to \$120,000 per year. Full-time work hours (M-F: 9am-5pm) and must be able to work at office. An allowance for medical, dental, vision insurance is provided in a cafeteria selection manner. Annual sick leave and vacation is accrued at two weeks per year. All new hires must successfully pass a background and drug screening check.

HOW TO APPLY:

Please send a cover letter and resume to Mark Asturias, Executive Director at mark@irvineclt.org