



CHICANOS POR LA CAUSA, INC.

JOB DESCRIPTION

TITLE: Senior Project Manager	SALARY GRADE: TBD based on experience
REPORTS TO: Real Estate Development Director and Vice President Real Estate Development and Acquisitions	ANNUALIZED MINIMUM SALARY:
HOME BASE: Phoenix, AZ	ANNUALIZED MAXIMUM SALARY:

PRIMARY FUNCTIONS: To provide development and design services in a singular, systematic approach for all real estate projects. Oversee and coordinate the activities of project development related to the acquisition, design, construction, start-up and lease-up multifamily, single family, commercial, retail, mixed use projects in the State of Arizona; including preparation of project financial models and projections for review by third party lenders, investors and internal loan committees. Ideal candidate will also prepare bid packages, assist in grant applications, and requests for proposals (RFP) for contractors and consultants while establishing elements of evaluation criteria, and then be able to negotiate and select contractors.

- **JOB RESPONSIBILITIES AND COMPETENCIES:** To provide design, real estate planning and capital finance strategy during due diligence and feasibility phase of projects. Responsible for implementation of market analysis, project budgeting, capital finance strategies in order to manage project scopes, budgets and timelines. Knowledge of financial instruments and programs in the affordable housing and economic developments activities. Manage the construction costs and document pricing analysis for all projects. Establish proper documentation for plans, specifications, budgets, contracts, ahead of any construction and then keep track of documents and performance according to the established plans. Collaborate with and support CPLC in negotiation of all construction agreements. Monitor the RFI, Change Order, Submittal, and Buy-Out Logs. Approve all draws with the Director and VP REO and ensure all permits are valid and on file.

MINIMUM QUALIFICATIONS: B.S in Finance/Real Estate. Minimum 5 years combined architectural/planning, construction or real estate development experience encompassing acquisition, design to completion of construction and lease-up activities, including financial analysis, securing debt and equity, strong understanding of planning and all architectural phases, construction, and transfer/turnover of completed projects to property management. Ability to read and comprehend financial statements and budget. Have a strong operational focus, analytical ability and good judgement and high ethical standards. Assemble teams of professionals including architect, engineer, real estate broker, lawyer and general contractor, and coordinate their work with other team members in a variety of commercial to residential developments from single family for-rent and for sale to mixed-use multi-

story properties – preservation and new construction. Skills should include successful development of team/client relationships, strong ability to listen and understand client objectives and find appropriate solutions, and ability to convey pertinent facts to clients, staff and management. Preference will be given to candidates with working knowledge of Microsoft Outlook, Project, Word and Excel, AutoCAD, SketchUp, Adobe Suite and other software needed to express design intent, scheduling and prepare professional presentations.

SKILLS, KNOWLEDGE AND ABILITIES: Gather data on the area surrounding each potential investment opportunity, analyze and compile local market information, comparable pricing, return on investments. Analyze each opportunity to determine highest and best use, create site plan options. Identify and work with architects to get site plan and floor plans for development opportunities. Excellent customer service and interpersonal skills.

CONTINUOUS EDUCATION

Employee will be expected to participate in continuous learning, competency building and maintenance of competency skills.

TYPICAL WORKING CONDITIONS:

Some travel throughout rural Arizona is expected.

ACCOUNTABILITY

Reports to and is supervised directly by the Real Estate Development Director and VP of Real Estate Development and Acquisitions. Employee is also accountable for understanding and complying with CPLC policies and procedures.
