

Catholic Charities: Caritas Housing
Housing and Community Development Project Manager
Full-Time Exempt
Reports to: Executive Director, Caritas Housing

POSITION SUMMARY:

Established in 1999, Caritas Housing is the affordable housing development and asset management arm of Catholic Charities. Under Caritas Housing, 18 properties have been funded and developed to create a portfolio of approximately 800 units serving families, seniors, people with disabilities; and set aside units for people transitioning from homelessness.

The Project Manager provides capacity needed to increase the production of affordable housing projects and undertake necessary refinance and rehab projects within the existing portfolio. Like the Asset Manager and Project Coordinator, the Project Manager reports to the Executive Director of Caritas Housing and works closely with other team members. A technical position, the Project Manager supports the team by providing oversight and input to the financing of projects, and coordinates multiple project components from predevelopment through construction, to complete the conversion to permanent financing. The location of the position is with the Housing and Facilities team at Catholic Charities main office in SE Portland.

PRINCIPLE DUTIES AND RESPONSIBILITIES:

- Oversee development of multiple projects at a time.
- Work to complete feasibility studies; develop financial models; research funding sources; evaluate feasibility of multiple financing models; identify risks and benefits of projects; and coordinate financial work with the development team to arrive at a go / no-go decision in a timely manner.
- Develop and maintain project budgets, cash flow statements and other financial models to inform decision making, applications, and due diligence procedures.
- Monitor development budget from inception through project stabilization and permanent loan conversion to ensure adequate cash flows for completion, timely satisfaction of funder disbursement requirements, and compliance with all regulatory requirements.
- Prepare funding applications to secure public financing for projects; including applications for low-income housing tax credits (LIHTCs), new markets tax credits (NMTCs), HUD and rural development funds, as well as other state and local governmental resources. Responsibilities include assisting with development of programming strategies and writing narrative responses.
- Coordinate requests for proposals or other processes to select lenders and investors. Negotiate financing agreements for predevelopment, construction, and permanent loans, tax credits (LIHTC, NMTC, agricultural worker and Oregon new markets) and grant sources.
- Coordinate negotiation, due diligence and closing of predevelopment, construction-period and permanent financing, working with multiple funders, legal representatives and other parties to ensure a financial structure that will support the long-term viability of the project and meet owners' requirements.
- Complete all necessary due diligence and documentation to meet public-financing and private-grant requirements through conversion of permanent financing.
- Develop and manage contracts with third party consultants and contractors to deliver critical path items such as surveys, environmental reviews, architectural renderings, rehab scopes of work, market/rent study analysis, appraisals, etc.
- Coordinate the draw process to ensure that funder disbursement requirements are met and that the project complies with all regulatory requirements.

- Work with bookkeepers and auditors to attain timely completion of audits of project expenditures.
- Work for and with public and private multifamily lenders, investors, developers and / or property owners, including the negotiation of financing agreements.
- Participate in trainings and coordination meetings as requested by Supervisor.
- Adherence to Catholic Charities policies and procedures.
- Perform other duties as assigned by Catholic Charities supervisor.

QUALIFICATIONS:

- Bachelor's degree or equivalent experience required.
- At least four years of professional-level experience in real estate development, affordable housing development, commercial banking or public lending, or related experience.
- Experience with the regulatory requirements of public financing for affordable housing, including low-income housing tax credits and HUD financing programs.
- Demonstrated knowledge and experience working with income-property operating budgets, loan underwriting requirements, loan documents, and loan investment negotiations.
- Experience working for or with public or private multifamily lenders, investors, developers and / or property owners, including the negotiation of financing agreements.
- Familiarity with local and State of Oregon affordable housing policies, programs and participants.
- Ability to coordinate collaborative processes involving team members from multiple organizations.
- Excellent proficiency in all programs of Microsoft Office.
- Demonstrate judgment and discretion in dealing with confidential matters.
- Commitment to Catholic Charities mission to work in partnership with vulnerable populations to achieve lasting solutions to poverty and injustice.
- Must be able to organize and prioritize work, be proactive, take initiative, follow through, and simultaneously manage multiple priorities to ensure goals are met in a timely manner. High attention to detail required.
- Excellent written and oral communication skills.
- Willingness to learn new skills and take on new responsibilities.
- Strong analytical and strategic problem-solving skills.
- Ability to work well in team setting, as well as independently; be flexible and adapt well to different dynamics in a fast paced work environment.
- Ability to work a flexible schedule, which could include some evenings and weekends.
- Ability to support organizational and program specific mission and goals.
- Ability to lift 40 pounds.
- Travel throughout the state of Oregon required. Must have driver's license, access to vehicle and ability to obtain automobile insurance at levels required by agency (100/300/100). Travel to industry trainings, conferences and presentations nationally as identified.
- Satisfactory results from criminal, civil and/or motor vehicle background check required.

COMPENSATION: Compensation is commensurate with skills and experience. Competitive benefits package, including: 100% employer paid health insurance (employee portion), disability, life insurance, paid time off, 12 paid holidays, retirement plan, free parking and more.

TO APPLY: Submit your application, resume and cover letter at <https://catholiccharitiesoregon.applicantpro.com/jobs/>

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