



HOUSING DEVELOPMENT PROJECT MANAGER JOB DESCRIPTION

Foundation Communities (FC) is a nationally-renowned nonprofit provider of first class, affordable homes and free onsite support services for thousands of working families with kids, as well as veterans, seniors, and individuals with disabilities. We offer an innovative, proven model that empowers our residents and neighbors to achieve educational success, financial stability, and healthier lifestyles. We own and operate 19 multifamily properties in Austin and 3 multifamily properties in North Texas.

Foundation Communities is seeking to hire a Development Project Manager (DPM). The DPM will assist with a full range of development activities for affordable housing projects, including, but not limited to, the acquisition, entitlement, design and construction administration on behalf of Foundation Communities, with an emphasis on architectural design and development. Though the DPM will be responsible for discrete projects, we work as a team and responsibilities will range beyond the typical confines of those projects.

RESPONSIBILITIES

- **Assist with acquisition and due diligence:** develop feasibility analyses for new development opportunities; coordinate and review site due diligence, including utilities, easements, ESA Phase I, and proximate amenities; participate in preliminary site and architectural concept development; assess existing buildings and infrastructure (if applicable).
- **Assist with the entitlement and land use approval:** supervise third party consultants, including architect, engineers and consultants; prepare and submit entitlement development applications, working with city officials; and participate in community outreach and public hearings.
- **Assist with architectural and site design:** work with architect and engineers to implement development program at building and site scales; communicate FC design standards and program requirements; and work with contractor to estimate project costs and ensure conceptual design is within budget.
- **Assist with construction administration:** coordinate bid and qualifications processes to select general contractor; attend construction job site meetings acting as Owner's Representative.
- **Assist with project transition to operations:** work with the Director of Asset Management to coordinate initial lease-up, construction close-out, and punch-list and warranty items.
- **Perform other duties:** as assigned.

QUALIFICATIONS

Minimum Qualifications:

- Minimum bachelor's degree with 2+ years of work experience in real estate development or related field.
- High degree of independence, motivation and accountability.

- Experience with architectural development and construction methods.
- Project experience with, and strong interest, in green building programs such as LEED for Homes or Enterprise Green Communities.
- Entrepreneurial in identifying problems and obstacles and proposing solutions based on independent research and analysis to the Housing Development team.
- Excellent oral and written communication skills and ability to work on several projects simultaneously and independently.
- Ability to visit and inspect job sites under construction.

Additional Preferred Qualifications:

- Experience with project coordination: managing consultants; meeting project timeline deadlines; and managing communication with government agencies.
- Experience with cost estimating and value engineering a plus.
- Experience in real estate development, urban planning, architecture, construction, , property management, community development strongly preferred – familiarity with city, state and federal affordable housing programs and policies a plus.

COMPENSATION AND REPORTING

Compensation will be commensurate with experience and includes a comprehensive benefits package. The office is located at 3036 S. First Street, Austin, Texas. The DPM will report to the Design and Development Director.

HOW TO APPLY

Foundation Communities is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability, veteran status, sexual orientation & gender identity.

Please respond by April 28th, 2017. Email a cover letter (including Salary History/Requirements) and resume to sunshine.mathon@foundcom.org referencing “Housing Development Project Manager Position.”