



Development Project Manager

Foundation Communities is a local, homegrown nonprofit that offers attractive, affordable apartments and duplexes with on-site support services in the areas of education, financial stability and health.

The Development Project Manager's primary responsibility is to assist the Director of Design and Development team with tasks related to feasibility, design, construction, green building certification, and financing. More specifically, this includes working with architects, engineers, and other third-party consultants, researching land use entitlements, attending weekly construction meetings, assisting with the transition from construction to operation, and helping with real estate acquisition.

Essential Job Functions:

- Works with the FC Development team to evaluate the feasibility of potential sites for affordable housing by developing feasibility analyses, coordinating and reviewing site due diligence including utilities, easements, ESA Phase 1, and nearby amenities, reviewing zoning and land use implications, and assessing existing buildings and infrastructure (if applicable).
- Coordinates with architects, engineers, general contractors, and additional third-party consultants.
- Pursues green building certification(s) on new construction projects by sourcing and uploading required documentation for participation in programs including (but not limited to) Austin Energy Green Building (AEGB), Enterprise Green Communities (EGC), and Leadership in Energy and Environmental Design (LEED).
- Regularly engages appropriate FC staff from other departments in the design process to ensure their input and requirements are included in the development of a new property.
- Assists the Director of Design with reviewing architectural and engineering drawings at appropriate checkpoints along the design phase to ensure all FC criteria have been included in the drawings.
- Attends regularly scheduled Owner/Architect/Contractor (OAC) meetings at the job site.
- Coordinates with the Asset Management team to transition projects from construction to operations, including construction closeout, participating in punch walks, and assisting with resolving warranty items as needed.
- Works with the Sustainability team to monitor and analyze system performance post-construction to provide valuable feedback to design team (this includes advancing the role of commissioning, retro commissioning, and energy modeling on projects where applicable).
- Resolves final inspection deficiencies as reported by entities like TDHCA and our third-party accessibility specialist on new construction projects.

- Assists the Director of Design with advocacy and community engagement opportunities as they come up.
- Researches methods for improving the integration of health programming into building design.
- Other duties as assigned.

Other Duties & Responsibilities:

- The Development Project Manager ideally has experience with the following topics:
 - Standard practices and innovative solutions in multifamily design and construction.
 - Local zoning, building codes, and public planning process (including CodeNEXT).
 - Best practices in green building design and construction.
 - City of Austin development process as it relates to multifamily construction.
- Must be able to read and understand architectural and engineering drawings.
- Demonstrates a high level of project management skill for successfully contending with multiple projects happening at the same time at different levels of development.
- Coordinates as needed with other divisions of Foundation Communities, such as Property Management, Asset Management (including Sustainability), Resident Services, Learning Centers, Financial Programs, Tax Centers, Insure Central Texas, Health, Accounting, Grants, and Community Engagement.

Minimum Qualifications:

- Minimum bachelor's degree with three plus years of work experience in real estate development, architecture, or construction.
- Experience and skills in project management related to real estate and construction, such as managing consultants, meeting project deadlines, and managing General Contractors.
- High degree of independence, motivation, and accountability.
- Excellent oral and written communication skills and computer expertise (Microsoft Word, Excel, and Outlook).
- Some experience with Adobe Acrobat, Photoshop, and InDesign.
- Able to visit and inspect construction sites.
- Experience with green building certification programs (like LEED, AEGB, and EGC) and implementation.
- Familiarity with affordable housing programs and policies is a plus.

To apply, send a cover letter with salary requirements and a resume to Megan Matthews at megan.matthews@foundcom.org by June 8, 2018 at 5 p.m.

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