



JOB DESCRIPTION
www.habitatmetrodenver.org

Title: Real Estate Development Project Manager	Employment Status: Full Time
Department: Real Estate Development	FLSA Status: Exempt
Reports to: Manager of Real Estate	Supervises: AmeriCorps, Volunteers

Updated February 2023

Who You Are:

You're someone who individuals can depend on, but you can also rally a team when needed. You know your trade and enjoy facing unique challenges every day. You love working with people from all walks of life and guiding them to meet their full potential. You're looking for a new position where you can make a difference in your life, the lives of others, and the world. In return, you seek an organization that appreciates your individuality and supports you as a member of a diverse and talented team. People often comment how you're organized, outgoing, compassionate, and full of great ideas. You know in your heart it's time to find an opportunity to be part of something larger; more impactful. If this sounds like you, please allow us to introduce ourselves.

Who We Are:

Habitat for Humanity of Metro Denver (Habitat Metro Denver) is part of a global, nonprofit housing organization that seeks to bring people together to build homes, communities, and hope. Habitat for Humanity was founded on the conviction that everyone needs an affordable, healthy, and stable place to live in dignity and safety, and that affordable housing should be a matter of conscience and action for all. To achieve our vision of a world where everyone has a decent place to live, Habitat Metro Denver builds, renovates and sells homes in partnership with low- and moderate-income families. Our organization also works with existing low-income homeowners in more than 2,500 households. Habitat Metro Denver is also an advocate for policies that create and preserve affordable housing. We work in neighborhoods across five counties in Metro Denver to not only build, renovate and sell new homes, but also to do critical home repairs to help families stay in their homes longer. Throughout our 43-year history, Habitat Metro Denver has served more than 2,500 households and is the 8th largest producer in the Habitat U.S. network nationwide.

How We Succeed Together:

Habitat Metro Denver's **Cultural Blueprint** highlights the specific behaviors and mindsets that support our core values and guide day-to-day decisions, behaviors, and interactions of every person within our organization.



Solid Foundations - Our mission is at the heart of everything we do. We are passionate about our work, our teams, and our relationships.

Innovative Design - We are curious. We embrace change. We take risks and initiative to address a complex social issue – housing. We exemplify grit and determination in our relentless pursuit to ensure everyone has a safe and affordable place to call home.

Open Doors - We welcome everyone. We aspire to be an inclusive organization that celebrates one humanity – where equity, diversity and inclusion are at the core of every facet of our work.

Clear Windows - We approach everyone with kindness, clarity, and transparency. We champion authenticity, illuminate our strengths, and hold ourselves and others accountable.

Supportive Structures - We have each other's backs. We collaborate. Becoming better at what we do takes all of us. By building homes and life-changing careers, we make a transformational difference in our lives and the lives of others.

GENERAL DESCRIPTION:

We are building a team of Real Estate Development experts to take on a unique slate of projects ranging from affordable housing developments (8-100 units) to small homes (ADUs), to potential masterplans as well as support of our Home Preservation programs as needed. The Real Estate Development Project Manager (PM) may oversee several of these projects at a time, which vary in scale and complexity. The Project Manager leads housing projects to further Habitat's housing mission.

The following reflects the organization's definition of essential functions for the job but does not restrict the tasks that may be assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform essential job functions.

CORE RESPONSIBILITIES:

- Manage affordable housing development from acquisition through sale to homebuyers.
- Collaborate with internal Finance, Administration, Community Partnership, Homeowner Services, Government Grants, Affordable Mortgage Solutions, Resource Development, and Construction staff through the development process.
- Coordinate internal project staff; foster team collaboration, internal and external communications.
- Determine project feasibility through financial structure analysis and underwriting of development projects. (Analyze financial structure and underwriting of development projects, to determine if a project is feasible on the site)
- Prepare proformas and other key real estate analytics in collaboration with the Real Estate Manager.
- Evaluate the suitability of potential building sites for affordable housing including title, environmental, zoning, access and buildability.
- Assemble and manage the development team including design team, contractor, consultants, and property manager.
- Manage the design and engineering of the project.
- Coordinate land use approvals such as zoning requirements, permit submittals, public hearings, and compliance with conditions of approval.
- Provide construction management oversight and coordination during construction process.
- In collaboration with RED team, continually refine Habitat's development and design standards.

KNOWLEDGE, SKILLS & ABILITIES:

- A strong belief in Habitat's mission and a desire to engage others in the organization's work.
- Detail-oriented with ability to ensure accurate results in every aspect of job while simultaneously

evaluating the big picture and prioritizing appropriately.

- Able to simplify complexity and move quickly from theory to action; strives for excellence, not perfection.
- Self-starter comfortable taking initiative while exercising sound judgement; able to understand both vague and implicit instructions and perform duties under general direction.
- Knowledge of financing sources available for affordable housing a plus.
- Ability to prepare and analyze proforma financials for low-income multi-family housing developments a plus.
- Understanding of core project management concepts such as workflows, process improvement, resource allocation and critical path timelines preferred
- Strong interpersonal and relational skills with diverse populations; ability to flex style to communicate clearly, professionally, and sensitively with diverse audiences of homeowners, volunteers, contractors, suppliers, vendors, coworkers, and other stakeholders.
- Project management software and team collaboration software required. MS Project, Bluebeam and ProCore preferred.
- Experience working with people from diverse racial, ethnic, and socioeconomic backgrounds is preferred
- Knowledge of residential construction, relevant building codes, local zoning codes, design, construction documents and land development processes preferred.
- Must be proficient in or able to use Autodesk Revit or AutoCad, Microsoft Office Suite (Word, Excel, PowerPoint, Project)
- Adobe Photoshop, InDesign and Illustrator, or other design software, a plus.

EXPERIENCE:

- Lived experience and/or structured education in Business, Public Administration, Economics, Real Estate, Construction Management, Architecture, Engineering or a related field.
- Minimum 3-5 years of experience in development with a preference for residential and/or affordable housing projects that includes all phases of development: finance, real estate transactions, acquisition, entitlements, community engagement, design, construction, and closeout.
- Minimum 1 year of experience in project management that includes planning, design, development and/or financing of real estate required. 3+ years of experience is preferred.
- Background in equitable development and working in a multicultural context is a plus.

PHYSICAL REQUIREMENTS NECESSARY TO PERFORM THIS JOB:

- Ability to sit at a desk for extended periods of time.
- Ability to maneuver typical construction site obstacles and to adequately traverse a residential construction job site.
- Valid driver's license and ability to be insured under the company's insurance policy is a prerequisite. A Motor Vehicle Report (MVR) will be run for insurance purposes.
- Ability to travel to and from meetings and appointments in locations and times when public transportation is unavailable.
- **Proof of COVID-19 vaccination is required for employment.** *Habitat for Humanity of Metro Denver requires employees to be fully vaccinated against COVID-19, where allowable under the law, unless they are approved for a reasonable accommodation based on disability, medical condition, or religious belief that prevents them from being vaccinated.*

WORK ENVIRONMENT & CONDITIONS:

- Most work done indoors in an office, virtually or meeting setting.
- Some work done outside in order to consult and observe at building sites.

- Will need to work at a computer for periods at a time.

COMPENSATION AND BENEFITS:

The Starting Salary Range is \$63,200-\$75,200 with consideration given for applicable education or experience above the minimum requirements.

Benefits available include medical, dental and vision insurance options; 401k savings match; paid Life Insurance and AD&D policy; Short and Long-Term Disability Insurance; Paid Time Off for vacation, sick, holidays, floating holidays, Healthy Families Workplace Act (HFWA) Leave; Parental Leave and paid time to volunteer.

Please apply through the following link:

<https://www.paycomonline.net/v4/ats/web.php/jobs/ViewJobDetails?job=17501&clientkey=9F05EDCA5A4F338D08503989FA9B94C0>



At Habitat for Humanity of Metro Denver, we value diversity and strive to ensure that our practices and policies are equitable and inclusive. We do not tolerate harassment or discrimination of any kind. We are committed to complying with all federal, state, and local laws providing equal employment opportunities, and all other employment laws and regulations. It is our intent to maintain a work environment that is free of harassment, discrimination, or retaliation because of age (40 and older), sex, sexual orientation (including transgender status and gender identity or expression), pregnancy (including childbirth, lactation, and related medical conditions), marital status, race, national origin (including ancestry), disability, creed, religion, genetic information, HIV status, military or veteran status, or any other status protected by federal, state, or local laws. Habitat Metro Denver is dedicated to the fulfillment of this policy in all aspects of employment, including but not limited to recruiting, hiring, placement, transfer, training, promotion, rates of pay, and other compensation, dismissal, and all other terms, conditions, and privileges of employment.