



CARE Housing, Inc. is a private, non-profit affordable housing development and property management organization based in Fort Collins, Colorado. The mission of the CARE Housing, Inc. is to create an equitable and just community through high-quality affordable housing and transformative resident services. We envision a Northern Colorado community where an affordable home is available to everyone. CARE Housing is recruiting for a Housing Development Project Manager who will play an integral role in tasks associated with the acquisition, financing, entitlement, rehabilitation, and construction of affordable housing and community development projects for the organization.

Full-Time | Exempt | Reports to Director of Housing Development

Compensation: The salary range for this position is \$60,000-\$70,000.

Why join the CARE Housing team?

The CARE Housing staff brings a variety of skills to the organization to execute on the organization's housing and community development strategy and achieve our mission. Each staff member brings unique value to our organization, while operating with the following shared values: Equity, Inclusion, Continuous Improvement, Commitment, Service, Passion, and being Solutions-focused.

CARE Housing, Inc. offers comprehensive compensation and benefits packages (Health, dental, and vision insurance plans, and generous vacation accrual, etc.), on-going training, and opportunities for growth.

Essential Duties / Responsibilities

- Provide support to the Executive Director and the Director of Housing Development in implementing and acting on acquisition and development pipeline goals in accordance with the organization's strategic plan.
- Support the Director of Housing Development with maintaining pipeline progress reports.
- Real Estate Finance & Pre-Development: Assist with maintenance and analysis of project financial projections and financing strategies for pipeline projects, preparation of Low-Income Housing Tax Credits (LIHTC) and various applications, tasks to obtain government approvals, and attendance at hearings and neighborhood meetings.
- Review and prepare request for proposals (RFPs), coordinate in selection of contractors, prepare details of scope of work for capital projects in collaboration with Director of Housing Development and staff for bidding and contracting purposes.
- Project Management: Collaborate with Director of Housing Development to establish project goals, milestones, and procedures, assume project management responsibilities associated with acquisition, rehabilitation, new construction, and capital projects under supervision of Director of Housing Development.

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www.carehousing.org (970)282-7522 or TTY (800)659-2656





- Provide on-going coordination between architects, contractors, and other members of the project development team, identifying and elevating key issues as they arise.
- Review progress payments for consultants and contractors and track, review and assist with resolution of construction change orders, RFIs, and submittals.

Other Duties/Responsibilities

- Prioritize project activities based on deadlines, resources, and critical path to completion.
- Conduct research and organize key property documents related to CARE Housing's existing portfolio.
- Perform various administrative tasks associated with development, including preparation of investment memos, loan draw requests, and check requests.
- Manage project close-out, including archiving of important project documents.
- Work with Property Management and Operations staff and leadership staff to ensure successful project handoff and transition to operations.
- Light physical activity required by handling objects up to twenty (20) pounds occasionally and/or up to ten (10) pounds frequently.
- Regular computer use throughout the day sitting for lengthy periods of time. Occasionally required to stand; walk; reach with hands and arms; climb or balance and stoop, kneel, or crouch.
- Other duties as assigned.

Environment: The work required of this position is conducted in an indoor office environment and outdoor and construction environments. For outdoor and construction environments, exposure to different climates, dust, dirt, air particles, and hazardous materials is common. May be exposed to sounds and noise levels from construction equipment.

Equipment: Standard office equipment such as a computer, fax, copier/printer. Will be required to wear protective equipment on construction sites per OSHA requirements.

Qualifications

- Bachelor's Degree required (preferably in business, construction, finance, or related field).
- 3-5 years project management experience preferred. A combination of relevant experience and education may substitute for the above requirements.
- *Knowledge of:* Real estate transactions or experience with architecture/construction including contract administration, Low-income Housing Tax Credit (LIHTC) program and other affordable housing financing, including but not limited to, private activity bonds, HUD, CDBG, and HOME (preferred not required), Fair housing laws, regulations, and requirements and asset management, accounting, and budgeting.

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- Strong fundamental mathematical and multitasking skills: Tracking and monitoring large budgets, submitting reports, relating to concept ideas, working on or with multiple projects and responsibilities simultaneously and assignments given to others over a period of days.
- YARDI and/or similar property management software. (preferred not required).
- Use of personal vehicle, must have liability insurance and valid driver's license.
- Tax Credit Certification from a recognized agency (preferred not required).
- Must pass background check.
- Cover letter, resume, and 3 professional references (name, contact, and professional relationship) required.

COVID-19 Information: This position is required to work on-site at one or more CARE Housing properties. To ensure the safety of applicants, staff, and residents, strict safety protocols will be followed and enforced. Further details will be provided if selected and contacted for a phone screening.

CARE Housing is an Equal Opportunity Employer. All qualified applicants are encouraged to apply.

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