

SENIOR PROJECT MANAGER

SALARY RANGE 45: \$161,632 - \$196,459 annually

This is an exempt, at-will position. The Authority operates on a 9/72 hour biweekly schedule and is closed every other Friday.

Please see AHA website at <https://www.alamedahsg.org/working-with-aha/careers-at-aha/> for final filing date

THE ORGANIZATION

The Housing Authority of the City of Alameda (AHA) is proud of its mission and accomplishments. In partnership with the community, AHA advocates and provides quality, affordable safe housing, encourages self-sufficiency, and strengthens community in housing.

THE POSITION

The Housing Authority is seeking an exceptional, team-oriented candidate to oversee projects and initiatives in support of the Alameda Housing Authority (AHA)'s affordable housing development and neighborhood revitalization programs in the City. This may include new construction development, acquisition and rehabilitation of properties, and development for projects for AHA's nonprofit development affiliate, Island City Development. AHA's pipeline of multifamily projects includes serving family, homeless, workforce, and senior populations and managing major renovation of occupied properties within AHA's portfolio. The Senior Project Manager will also manage a wide range of consultant relationships and may supervise one or more junior staff.

AHA is particularly interested in applications from candidates with a strong track record in successful management of affordable real estate development and housing new construction, and familiarity with various related federal, state, and local regulations. Desirable candidates will be knowledgeable about zoning and environmental regulations related to affordable development, experienced with development and administration of consultants and contracts, and have experience with public, private and non-profit affordable housing funding sources such as the Low-Income Housing Tax Credit program, Project based Section 8 and Tax-exempt bonds.

MINIMUM QUALIFICATIONS

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

- Equivalent to graduation from an accredited four-year college or university with a major course of study in architecture, engineering, project management, urban studies, public administration or a related field; a Master's degree is preferred.
- Plus a minimum of five (5) years of relevant experience in housing development project management, three (3) years of which should be in LIHTC affordable housing project management. Some supervisory experience is preferred.



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- Specific affordable housing finance training, such as LISC, NeighborWorks, ULI or other coursework is a plus.
- Candidates should possess strong technical skills in pro forma analysis, entitlements, construction oversight and/or affordable housing finance.
- Other technical skills needed include proficiency in common business software, particularly Excel, and affordable housing software, preferably Yardi and/or Laserfiche.
- Possession of, or ability to obtain, a valid driver's license by time of appointment is required. Must be able to be insured under AHA's owned automobile insurance policy.

BENEFITS PACKAGE

The Housing Authority provides an outstanding benefits package, including:

- Membership in CalPERS defined benefit retirement program, plus voluntary 457, 457 Roth, and Roth IRA plans (no employer contribution). *Important:* AHA does not participate in Social Security.
- A variety of health insurance plans to choose from, with some plans fully paid for (regardless of the number of dependents) by employer contributions.
- 2 weeks of vacation, 11 holidays and 3.5 floating holidays per year plus paid sick leave.
- A flex schedule of 9 8-hour workdays each pay period with every other Friday generally not scheduled as a work day. Exempt employees, however, are measured on outcomes and are expected to complete work assignments irrespective of the flex schedule.
- Note that the Senior Project Manager works primarily on-site; telecommuting is not generally offered. The position currently requires 3-4 days per week in the office.

IMPORTANT APPLICATION INFORMATION

Please see AHA website at <https://www.alamedahsg.org/working-with-aha/careers-at-aha/> for final filing date

To apply, submit a:

- Resume and
- Cover letter stating why you are interested in and qualified for the position (two pages maximum)
- Supplemental questions (two pages maximum)

Your resume and cover letter must be emailed to Terise Paulsen at tpgco@aol.com with the subject line: Senior Project Manager – Employment Application

ALL APPLICATIONS MUST BE SUBMITTED ELECTRONICALLY VIA THE AHA WEBSITE

If you need a reasonable accommodation under the American with Disabilities Act, please contact the Housing Authority office at hr@alamedahsg.org.

The Housing Authority of the City of Alameda is an Equal Opportunity / ADA Employer

Supplemental Questions for the Senior Project Manager

The purpose of this questionnaire is for you to identify your qualifications and experience in specific job related areas. Your responses, along with your other application materials, will be reviewed by the AHA and used to make the initial determination of which applicants are best qualified for the position.

Written answers are not to exceed two (2) pages total.

Supplemental Question/Project List

Please provide a list of housing development projects you have worked on or completed, including:

- a. Project dates
- b. Your title and a description of your specific role
- c. A description of the project including the location (city and state), size of the development, funding sources, and the type of development (ex, affordable or market rate, family, senior, PSH, or other target populations)