

MT. BAKER HOUSING

JOB DESCRIPTION

Position Title: Senior Project Manager
Reports To: Executive Director
Position Classification: Full-time, Exempt

Interested Parties respond to: David Tan, Exec. Director: david@mtbakerhousing.org 206.309.2769

ABOUT MT. BAKER HOUSING

At Mt. Baker Housing (“MBH”), our mission is to improve lives and strengthen communities in southeast Seattle by creating quality, affordable housing, and supporting our residents.

We are a non-profit affordable housing developer and owner, founded in 1988 for the initial purpose of preserving the Mt. Baker Village Apartments located in southeast Seattle. Since the purchase and subsequent renovation of Mt. Baker Village, MBH has grown into a non-profit affordable housing developer, now owning and operating seven properties, with a significant committed development pipeline. Today, our seven properties comprise 357 affordable units, and house 776 residents. By mid-2023, we will have completed construction on an additional three housing developments, increasing the number of units in our portfolio to nearly 1000, and total residents housed to an estimated 2,900.

Central to our mission is not just developing affordable housing, but mitigating the displacement of communities. We accomplish this by pairing housing with a robust offering of targeted services through our resident services program. We believe that vibrant communities begin at home and that all people, regardless of income, should have a secure, affordable place to live.

JOB PURPOSE

The Senior Project Manager is responsible for managing two to three active development projects simultaneously while running due diligence for numerous acquisition opportunities in Southeast Seattle. This includes project planning, acquisition and procurement, financial analysis, structuring and legal negotiations, financing, oversight of design, entitlement and construction, managing stakeholder relationships and project monetization.

• Critical problem-solving skills are a must for success in this industry. We cannot emphasize this enough. You must have the ability to both get into the weeds to understand requirements and the ability to zoom up and be a strategic thinker, constantly questioning “what are we trying to achieve and how does what I’m doing help us get there”.

- A self-starter who will take initiative to seek out information and education opportunities to improve on the areas where they are weakest, taking initiative to both identify and solve problems, providing recommendations on suggested strategies.
- You must like working with a team – all our projects are developed collaboratively
- You must be goal and outcome oriented: so much of what we do is specific tasks that are to achieve a much larger result.
- Ability to prioritize and juggle many tasks
- Strong interpersonal skills - we interact with public officials, community members, consultant teams and investors. You must always be able to uphold the company’s brand and reputation during these interactions.

- Willing to get involved in local business and industry groups such as HDC, ULI, NAIOP, CREW, etc. in order to expand your personal network and to act as an ambassador for the company
- Strong communication skills, both written and verbal so we can effectively communicate and represent the projects we are working on, internally to our colleagues and team, and externally to lenders, investors, and the community at large.
- Strong organizational skills - there are endless details that make up what we do, and you must be able to track, coordinate and manage them all. Being proactive, and thinking ahead so that you can prioritize the steps that require others input or are critical path is key to being able to organize effectively.

Specific Job Tasks include:

DUTIES & KEY RESPONSIBILITIES

Project Planning and Management

- Prepare scope of work, project delivery resource requirements, cost estimate & budget, work plan schedule & milestones, quality control, and risk identification.
- Develop and lead the pre-construction process for projects.
- Coordinate land-use review, due diligence, and form of project analysis.
- Hands-on management, coordination and oversight in all aspects of multi-family building development, including entitlements and permitting, design/development process, selecting and managing consultant teams, all phases of construction, and project close out.

Structuring and Legal

- Contribute to the creation and review process for new contracts.
- Anticipate and manage risk as it relates to contracts.
- Lead the structuring the key financial and legal components of new deals, coordinating with, and directing external legal advisory as necessary.
- Lead the managing compliance of contractual terms and conditions (contract management and administration) through to project closeout.

Financing and Reporting

- Demonstrate a high level of overall financial literacy.
- Contact all appropriate agencies to determine required fees and/or charges for the project.
- Lead the determination of financing requirements, taking into account numerous variables and appropriately calibrating financial models.
- Lead the preparation of financing materials for accessing the equity or debt capital markets, including offering memorandums, bank presentations, and loan documents.
- Lead the creation and utilization of financial models that provide required information for forecasting, planning, and budgeting.
- Lead the financial reporting and analysis on the project portfolio.

Design and Entitlement

- Move projects through the entitlement process, with regular input and guidance from manager.
- Manage the consulting teams through the process.
- Demonstrate a strong understanding of how the design, market, and project budget are interrelated.
- Implement the market design strategy as required.
- Negotiate scope, price, and terms and conditions for design works.

Construction

- Support the Construction Manager in their relationship with contractors.
- Demonstrate good decision-making abilities related to budget, design, and expenditures.
- Manage document control, including the assembly, processing, and verifying completeness of documentation for corporate partnerships and development entities, land closings, and delivery team contracts.
- Manage scheduling, decision documentation, change order management, and performance monitoring of all project team consultants, suppliers, and contractors.
- Demonstrate knowledge of construction systems and techniques, and actively seek opportunities to further experience and proficiency.

Stakeholder and Industry Relationships

- Support internal and external relationships, including public and private sector clients, joint-venture partners, brokers and landowners, financing partners, key specialist subcontractors, design consultants, and other stakeholders.
- Implements communication plan for meetings and written reports/meeting minutes to keep client and project resources informed.
- Problem solve with architects, engineers, and local authorities.

Project Monetization

- Help execute the strategic exit plan for individual projects.
- Help execute the sales, lease-up, or divestiture of fully developed assets.
- Help execute the sales processes, through brokers, where required.

DESIRED QUALIFICATIONS

- Commitment to the vision and mission of Mt. Baker Housing.
- Commitment to social justice and building an anti-racist organization.
- Bachelor's Degree or equivalent in related field. Experience can substitute for education. Educational focus in finance, architecture, urban planning, economics, or construction management is preferred.
- 7+ years of progressively responsible real estate development experience, preferably in multi-family housing or mixed use development.
- 5+ years of experience managing consulting teams.
- Experience managing or being directly involved with the management of successful projects or investments of at least \$25M.
- Proven understanding of complex real estate financing.
- Ability to forecast, prepare, and monitor budgets.
- Ability to solve advanced problems and deal with a variety of options in complex situations.
- Desire to take full ownership of and accountability for assigned work.
- Demonstrated ability to work as a part of a collaborative team.
- Strong organizational skills, and demonstrated ability to manage multiple tasks and competing deadlines simultaneously.
- Tech savvy with an interest in researching and utilizing new tools that streamline processes.
- Excellent written and verbal communication, including presentation skills.

WORKING CONDITIONS

The Senior Project Manager position will entail sitting and working behind a computer approximately 50-75% of the time, depending on the stage in projects. The other 25%-50% of the time, the Project

Manager will be required to travel to job sites, visit existing properties and potential properties, and attend meetings in the community. This position will require occasional evening and weekend work.

COMPENSATION & BENEFITS

Mt. Baker Housing is committed to providing employees with a competitive salary and benefits package. The salary range for this position starts at \$100,000. In addition, MBH offers a generous benefits package including employer paid medical, dental, and vision benefits, as well as a 401(k) and paid time off and paid holidays.