



NORTHERN CALIFORNIA LAND TRUST Position Announcement

REHAB PROJECT MANAGER AND SUSTAINABILITY DIRECTOR

SALARY: FTE salary of \$62,000 - \$70,720 depending on experience

BENEFITS: NCLT offers a competitive package of benefits for all staff including opportunities for professional training / cross training, sick/vacation/family leave, flexible work hours, health benefits, SIMPLE IRA matching retirement plan, and a sabbatical program every 5 years.

TO APPLY: Please submit a resume and letter of interest to jobs@nclt.org no later than July 24th, 2020. We anticipate filling the position in late July to early August. Details at <https://nclt.org/jobs/>

Applicants selected for an interview will be asked for 3 professional references along with examples of prior work in project management.

HOURS: 32 - 40 hours

DESCRIPTION:

The Rehab Project Manager will be a core team member of both our Property Management / Stewardship team and the Project Development team and will lead the rehab and energy efficiency upgrades at NCLT's portfolio of more than 20 projects. In addition the position will serve as the lead on NCLT's ambitious 2030 goal to achieve a net-zero carbon impact across all of our projects new and existing.

They will work closely with property managers, residents, and the project development team to develop, bid and oversee rehab construction; conduct capital needs assessments and support capital budgeting processes.

The ideal candidate will have at least 3-5 years of project management experience in housing development, construction or related field. They should also have knowledge, or desire to learn about the community land trust model.

DESIRED EXPERIENCE:

- 3-5 years of project management experience in housing development, construction or related field
- knowledge, or desire to learn about the community land trust model
- Experience with building life cycle analysis, green construction techniques and/or sustainability programs such as GreenPoints, CalGreen, LEED or others.
- Commitment to resident and community-focused development with a lens of diversity, equity and inclusion

SCOPE OF WORK:

- Create, manage and maintain scopes of work, rehab budgets, while referencing reserve studies, property needs assessments, energy assessments, inspections, etc.
- Manage major property rehabilitation projects (for four properties currently)
- Manage energy efficiency and solar upgrades (for up to nine properties – both current and in the multi-year pipeline)
- Coordinate funding, work scopes and budgets for capital improvements as needed across NCLT's portfolio.
- Coordinate respectful communication with tenants regarding plans, preparation, construction, relocation, etc.
- Hire and oversee contractors and vendors
- Pursue goal of becoming a carbon neutral organization by 2030

The ideal candidate will also have

- Strong financial and budgeting skills
- The ability to effectively and efficiently prioritize and multi-task
- The ability to work independently
- Work together with NCLT staff, NCLT property maintenance coordinators, cooperative groups, partnering organizations, funders, construction managers, architects, general contractors, etc.

Additional beneficial skills/interests:

- Experience working in a nonprofit,
- Knowledge of co-op and condo structure and resident/owner training.
- Ability to work with diverse and multi-lingual communities,
- Strong verbal communication skills and evidence of clear writing ability.

The position reports to the NCLT Executive Director and will be a core member of the NCLT's Stewardship/ Property management team, and work closely with the Project Development team.

About NCLT: Founded in 1973 and headquartered in Berkeley, the Northern California Land Trust is a Community Land Trust (CLT) that develops affordable housing and community facilities in the Community Land Trust model. We are a small, but complex organization that provides property management, real estate sales and development, and direct housing counseling services to our residents and community partners. <https://nclt.org>

Equal Opportunity Employer: As an organization committed to community led solutions to housing justice and racial equality NCLT provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, along with any and all of other characteristics that make us all unique. We help put this commitment to diversity, equity and inclusion in practice through professional training, flexible work hours, benefits and support for a healthy work-life-family balance.