



## NORTHERN CALIFORNIA LAND TRUST Position Announcement

### PROJECT CONSTRUCTION AND DEVELOPMENT MANAGER

**SALARY:** FTE salary of \$100,000 - \$120,000, 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](mailto:jobs@nclt.org) no later than April 14, 2023, close of business. We anticipate filling the position in April 2023. Please check <https://nclt.org/jobs/> for details.

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

**HOURS:** 40 hours (full-time) exempt position.

#### DESCRIPTION:

The Project Construction and Development Manager will be a core team member of our Project Development team and provide overall project management of all phases of the development process for assigned rehabilitation and real estate development projects across NCLT's portfolio as well as provide project management for new acquisition and rehabilitation projects.

The Project Construction Manager will also provide support to our Property Management + Property Stewardship teams for miscellaneous rehabilitation and major repair needs. This entails working closely with property managers and residents to bid and oversee day-to-day miscellaneous rehabilitation construction. In addition, this position will provide technical support to ongoing capital needs assessments and provide active input into the budgeting processes.

The ideal candidate will have at least 3-5 years project management experience specifically in affordable housing development, local municipal requirements and processes, conventional housing, construction or related fields as options. The ideal candidate should also have knowledge, or desire to learn, about the community land trust model.

#### DESIRED EXPERIENCE:

- 3-5 years of senior project development management and construction administration experience in affordable housing development, urban planning, construction, and/or related fields.
- 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:**

- Manage major property rehabilitation projects currently in the pipeline.
- Oversee and manage construction of miscellaneous energy efficiency and solar projects (for up to nine properties – both current and in the multi-year pipeline).
- Prepare project funding and development applications in collaboration with the Director of Real Estate Development and Executive Director.
- Provide onsite presence and reports on projects under construction.
- Support the Director of Property Management on miscellaneous projects at NCLT's rental and coop property portfolio for capital improvements, including ensuring required design, permitting and entitlements work is completed as well as coordinating contractors and resident relations staff.
- In collaboration with Directors of Real Estate Development and Property Management to maintain, implement, and implement scopes of work and project development budgets.
- Coordinate respectful communication with tenants and / or resident owners regarding plans, preparation, construction, relocation, etc. including leading resident meetings and rehab design workshops as needed with support from stewardship and property management staff.
- Hire and oversee contractors and vendors to ensure proper documentation is regularly provided, submitted, and filed.
- Support stewardship/education staff with repair / property upkeep workshops in our resident leadership development program.
- Support organizational goal of becoming a carbon neutral organization by 2030.

The ideal candidate will also have

- Excellent project management, communication, and organization skills.
- Professional education and professional experience in planning, architecture/engineering, construction or related fields.
- Strong financial and budgeting skills.
- Ability to effectively and efficiently prioritize and multi-task and follow through tasks to completion.
- Ability to work independently.
- Work together with NCLT staff, NCLT property maintenance coordinators, cooperative groups, partnering organizations, funders, local agencies, construction managers, architects, general contractors, and other key players.

Additional beneficial skills/interests:

- Experience working in a nonprofit.
- Knowledge of resident/owner maintenance training and education.
- 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 Director of Real Estate Development. The position will be a core member of the NCLT's Project Development team and will work closely with the Stewardship/ Property management teams..

**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.