



Community Land Trust Association
of West Marin

Job Description: Project Manager
Applications Due: Friday, June 16th, 2017

CLAM, the Community Land Trust Association of West Marin, is a non-profit, community-based organization that acquires, develops and holds affordable housing for the benefit of the West Marin communities surrounding Tomales Bay. CLAM currently holds five properties and provides homes for seventeen households. CLAM is characterized by its spirited teamwork, innovative approach, and dynamic community support, including more than 200 members.

Position Summary: Under the direction of the Executive Director (ED) the Project Manager will be responsible for the development of affordable housing in CLAM's service area. CLAM is at the beginning stages of a large project with significant potential for stable and affordable homes in West Marin. The Project Manager will oversee all beginning aspects of this 36 multifamily unit project, including the preparation of a project proposal, coordinating site research, managing consultants, development of project capital, as well as shepherding the emerging development process. The Project Manager will also oversee other housing acquisition and development in CLAM's service area and provide asset management for CLAM's properties. As this is a part-time position, it is not expected that the Project Manager will do major project development, new acquisition, and asset management simultaneously; but that as one of these components becomes a priority, the others are balanced accordingly and within the part-time hours allocated.

Position Specifics:

- 20 hours/week, potential for full time in 2018
- Start Date: June 2017
- \$42,000 - \$50,000 for 20 hours/week, depending on experience

How to Apply:

Please send summary of interest in the position and resume to:
kim@clam-ptreyes.org

Responsibilities

- Assist in creating CLAM property acquisition strategy
- Conduct initial assessment of project feasibility, including expectations of local approvals process, rehab and/or new construction costs, and financial feasibility.
- Carry out due diligence evaluation of sites, including ordering and analyzing appraisals inspections, preliminary title reports, and environmental reviews.
- Assist in negotiations for property acquisitions.
- Prepare housing project proposal to submit to local government.
- Oversee local government review and approval processes for specific developments.
- Assist in selecting contractors and negotiating contracts for architectural, engineering, sustainability consulting and construction services. Coordinate work of these consultants throughout the development process.

- Prepare development and rehabilitation budgets and financial proforma to demonstrate economic feasibility and calculate subsidy requirements.
- Prepare funding applications to public and private loan and grant sources, foundations, and conventional lenders for program operation, housing acquisition, predevelopment, rehabilitation, and permanent financing, and manage loan and grant closings.
- Prepare billings to predevelopment and construction lenders and maintain accurate records of project expenditures.
- Coordinate inspections and oversee the progress payment process during construction/rehabilitation.
- Complete required reports for financing agencies and internal use.
- Manage CLAM's current assets of five properties.
- Communicate effectively to CLAM Board, community members, local government, and organizational partners about the status of CLAM's projects.
- Carry out other duties as required to further CLAM's mission to create permanently affordable, environmentally sustainable homes in the community of West Marin.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- Demonstrated commitment to affordable housing and/or community development.
- Demonstrated ability to perform financial feasibility analysis.
- Demonstrated track record in real estate acquisition and finance.
- Ability to develop and maintain cooperative relationships with contractors and consultants, staff and board committees, CLAM residents and West Marin community members and organizations.
- Strong verbal communication skills and evidence of clear writing ability.
- Ability to perceive problems and initiate timely corrective action. Demonstrated ability to work independently and to carry out multiple tasks simultaneously. Highly organized.
- Ability to work in a team environment including multicultural and community-based settings.
- Commitment to the principles, policies, and protocols of green building and operations.
- Willingness and ability to work occasional evenings and weekends.
- Ability to use Microsoft Office Word, Excel and Outlook.

Preferred Qualifications

- Experience in developing and obtaining financing for at least one multifamily affordable housing development, or coordinating a neighborhood revitalization or housing program.
- Knowledge/experience relevant to CLAM's context: work within rural communities, with a community land trust, experience with the California Coastal Commission and/or the permitting environment of the County of Marin.
- Certification in green building (Build It Green, HUD green operations, LEED or other).
- Experience in the preparation of successful proposals for grant funding, government contracts and loan applications.
- Experience analyzing complex legal contracts, loan documents, and government policies and regulations.
- Experience reporting to and maintaining relationships with funders.

CLAM is an Equal Opportunity Employer