



*Because everyone should have a home.*

**Abode Services** is a community based organization founded in 1988. The mission of Abode Services is to end homelessness by assisting low-income un-housed people to secure stable, supportive housing and to be advocates for the removal of the causes of homelessness. Abode is a leader in the Bay Area for innovation in supportive housing development. Abode is currently working on traditional stick built new construction tax credit projects, acquisition/rehab projects, motel conversion projects, tiny home communities, and micro housing apartments using recycled shipping containers as the structural skeleton. We have active projects in Santa Clara, Alameda and San Mateo Counties.

Abode is seeking an experienced **Project Manager** responsible for the development of multi-family affordable and supportive housing projects for formerly homeless, special needs, and extremely low-income households in Santa Clara, Alameda and San Mateo Counties. This is a full-time, exempt position based in Redwood City and reporting to the Director of Real Estate Development.

**Responsibilities:**

- Analyze new housing development project sites for the agency.
- Draft funding applications to various government sources.
- Coordinate due diligence activities and facilitate escrow closings.
- Create a financial pro forma for new projects including capital sources and uses, operating income and expenses, and potential debt service.
- Coordinate development activities with all community stakeholders, development partners and design professionals.
- Negotiate and monitor the status of professional service agreements and contracts, reporting variations or discrepancies to management.
- Monitor and report progress summary of development activities to management.
- Track project deliverables and changes to scope, budget and schedule throughout the implementation phase, including attending construction meetings as necessary.
- Manage lender and funder requirements during construction and process pay applications and disbursements.
- Create bid packets, analyze bids and recommend contractor, monitor progress and process invoices for rehab projects for existing assets in coordination with property and asset management.
- Responsible for correspondence and drafts (external and internal) such as memos, letters, reports, presentations, agendas, meeting materials, minutes, etc.
- Organize project collaterals, files, and electronic data.
- Organize community engagement events to solicit community input on projects
- Other duties as assigned.

**Qualifications:**

- Bachelors Degree in Construction Management, Civil Engineering, Business, Urban Studies, Planning, Architecture or related field.
- Minimum 3 years experience in project management.
- Minimum 2 year experience in housing development or related field, affordable/supportive housing development experience is preferred.
- Minimum 2 years experience in securing entitlements, zoning/planning approval, building permits.
- Exceptional interpersonal, organizational and communication skills, integrity, respect for confidentiality, sound judgment and decision-making skills.
- Strong written and oral communication skills in English required.
- Highly organized with the ability to prioritize multiple tasks within multiple projects.

- Computer proficiency in a windows environment using MS Office.
- Self-motivated and able to grasp new concepts quickly.
- Basic accounting skills a plus.
- Basic understanding of fair housing laws and tenant laws and regulations a plus.
- Reliable transportation, current and valid CA Driver's License and Insurance required.

**Abode Services is an Equal Opportunity Employer/Drug Free Workplace**

*Notice: This description is to be used as a guide only. It does not constitute a contract, commitment or promise of any kind. Abode Services reserves the right to change, add, delete, upgrade or downgrade the position as dictated by business necessity at anytime with or without notice.*