



## **JOB DESCRIPTION**

**TITLE:** First Homes Project Manager

**REPORTS TO:** President

**DATE:** July 2018

First Homes, a program of Rochester Area Foundation (RAF), works to make the dream of homeownership a reality for income qualified residents in our area. First Homes is committed to providing housing services, building and sustaining affordable homes and healthy neighborhoods. RAF is a community foundation that has partnered with donors since 1944 to build and improve the quality of life in the greater Rochester area through philanthropy, partnerships and leadership on initiatives of community interest. Since 1999 First Homes and RAF have been community leaders creating and funding programs that facilitate the creation of workforce priced housing.

### **Position Overview:**

The First Homes Project Manager will be responsible for the coordination of various aspects of the real estate development of both single and multi-family housing projects. This position will coordinate all aspects of the projects including financing and funding options, construction plan and management, contracts, documentation, and any necessary reporting and marketing in order to achieve First Homes' mission.

### **Primary Responsibilities and Task Examples:**

- Project Selection – responsible for receiving, seeking and evaluating appropriate project. Projects may be empty lots for new construction or existing buildings for rehabilitation.
- Management of Project/Program Finances - responsible for developing a project budget, researching and recommending financing options, and tracking costs and disbursements over the course of the project, in conjunction with the Finance Officer
- Construction Coordination/Monitoring - responsible for developing the scope of the construction work, soliciting bids, and monitoring the progress of the construction as well as working through any entitlement process for a property.
- Consultant Management - responsible for the management of various project consultants including Architects, Engineers, Appraisers, Attorneys, Lenders, Real Estate Agents, and others as necessary.
- Overall Project/Program Administration - responsible for the administration and performance of a variety of other tasks relating to the progress of the project including obtaining governmental and neighborhood approvals, preparing funding applications, and providing documentation as is necessary for compliance with governmental requirements. Additionally, the Project Manager is responsible for programmatic administration associated with any loan programs, including providing documentation for Minnesota Housing and data gathering associated with the various programs.

- Working with the First Homes Officer, responsible for assisting with the marketing and sales of completed units including working with real estate agents, buyers, banks, closing company, and others.
- Work with First Homes Officer to assist with the Community Land Trust (CLT) program as needed to streamline housing process for buyers and sellers.
- Develop and maintain relationships with community and housing industry groups and organizations to assess local and regional housing needs.
- Work with President and First Homes Officer on First Homes Board management.
- Other duties and responsibilities as may be assigned by the President.

**Qualifications:**

- Bachelor's Degree in Project Management, Architecture, Construction, Finance, Real Estate or related field or equivalent professional experience.
- Ability to develop and maintain detailed statistical data and quantitative information and display financial analysis skill.
- Excellent oral and written communication skills, including the ability to represent First Homes to diverse constituencies.
- Ability to establish and maintain cooperative working relationships with a variety of individuals and organizations.
- A self-motivated team player with an attitude of service and ability to motivate others.
- Have a very high level of personal and professional integrity and trustworthiness.
- Computer fluency in MS Office and electronic communications.
- Strong organizational capability and problem solving skills.
- Must be able to work on several projects simultaneously.
- Housing finance and production experience.
- Working knowledge of single-family/multi-family construction and public works projects.
- Familiarity with Governmental Agencies and Programs relating to affordable housing a plus.
- Must have current driver's license and have proper auto insurance; some travel required.
- Able to work occasional evenings and weekends.