

JOB ANNOUNCEMENT

POSITION: Project Manager, Full-time

SALARY: D.O.E. + Full Benefits

DESCRIPTION OF COMPANY: Caritas Management Corporation (CMC) is a wholly-owned, for-profit subsidiary of Mission Housing Development Corporation (MHDC). Created in 1983, CMC now manages over 1,500 affordable housing units for MHDC and various other non-profit, community based organizations in San Francisco. The types of housing range widely, from single room occupancy hotels to apartment buildings for families and seniors. CMC's services include financial management, rent-up and on-going leasing, maintenance, janitorial and security. Minority-owned and operated, CMC's philosophy of tenant-supportive and fiscally sound management.

DESCRIPTION OF POSITION: The Project Manager will be working closely with the President in a full range of activities for current and upcoming projects, including, but not limited to, pre-acquisition, budgeting, financing, design, and administration of property contracts on behalf of Caritas Management Corporation. The Project Manager will assist in the acquisition of new existing affordable multi-family rental portfolio; and take on other tasks and projects. The Project Manager is responsible to oversee the organization and flow of the project, act as a liaison to address any President concerns, as well as being the responsible party for all communications to all stakeholders during the project. The Project Manager will partner with selected contractors and vendors, to ensure the project is completed on time and within budget. The Project Manager will build relationships across the city and region with key community based organizations to ensure Caritas Management Corporation establishes partnerships to increase opportunities. This Project Manager will work closely with Director of Accounting Operations, Director of Property Management, President, and Human Resources. The Project Manager exercises sound judgment, works independently and takes initiative to implement the strategic goals of Caritas Management Corporation.

QUALIFICATIONS:

- Five to Seven years project management experience. Experience in various project preferred.
- Bachelor's degree (B.A.) or a minimum of 3-5 years related experience and/or training; or equivalent combination of education and experience.
- Detail oriented and experience working with financial statements.
- Ability to manage multiple projects focused on developing key infrastructure (systems, processes and people).
- Prior Project Management experiences preferred.
- Strong written, verbal, and interpersonal skills.
- Must be able to work independently with little supervision must be able to meet appropriate timelines for product delivery.
- Proficient in all computer software programs offered by Caritas Management Corporation.
- Multi-family property management experience strongly preferred.
- Knowledge of affordable housing finance, including public subsidies, and low-income housing tax credits.
- Ability to effectively engage diverse community stakeholders in the development process.
- Ability to initiate and maintain effective and cooperative working relationships with colleagues, project team members, consultants, local government agencies, lenders/investors, and community stakeholders.
- Highly organized and detail-oriented; capacity to handle multiple tasks simultaneously in an efficient and timely manner; ability to work well under pressure; and ability to successfully meet project deadlines.
- An entrepreneurial and creative approach to problem-solving in the field of property management; enthusiasm and team building spirit.
- Proficiency with the Office suite including real estate financial analysis using Excel.

TO APPLY: Send resume and letter of interest to:

Caritas Management Corporation

1358 Valencia St.

San Francisco, CA 94110

Or

Email: caritasHR@caritasmanagement.com

EQUAL OPPORTUNITY EMPLOYER

Caritas Management Corporation ("CMC") provides equal employment opportunities to all employees and applicants for employment without regard race, color, religion, gender, sexual orientation, national origin, age, disability, marital status, veteran status, or any other consideration made unlawful by federal, state, or local laws. San Francisco ONLY: CMC will consider qualified applicants with a criminal history pursuant to San Francisco's Fair Chance Ordinance. Oakland ONLY: Section 3 candidates will be given priority at Section 3 properties.