



Job Title: Real Estate Project Manager
Department: Development
Reports To: Director of Real Estate Development
Position Classification: E02
Approved Date: December 18th, 2018

Position Purpose:

The Real Estate Project Manager will manage loan and grant programs to provide renovation financing and home ownership loans to qualified households. The manager will support the Director of Real Estate Development by managing development project timelines, financing applications, investor reports, and consultant contracts and work products.

Essential Duties:

1. Loan Program Administration and Management
 - Administer the Larimer Home Improvement & Larimer Home Ownership Programs.
 - Research, write, administer, and manage grants that provide financing for loan programs.
 - Review and process loan applications.
 - Develop construction scope of work for home improvements with borrowers.
 - Manage and track budgets, loan closings, regulatory requirements and reporting.
 - Coordinate renovation project inspections.
 - Make presentations for grant applications to state and local government entities.
 - Prepare and manage all borrower files and manage annual re-certification process.
 - Coordinate warranty claims with borrowers and contractors.

2. Development Project Management
 - Implement strategies and tasks to carry out new construction and renovation of affordable housing developments.
 - Manage and organize due diligence items for financing applications and real estate closings.
 - Manage timelines and tasks for grant and financing applications and reporting.
 - Manage contracts, invoices, work product of development consultants.

Other Duties/Responsibilities:

- Create and update marketing materials for loan programs and development projects.
- Serve as owner's representative as needed on a project-by-project basis.
- Schedule meetings for development staff, partners, and other LHA staff as needed.
- Organize and maintain electronic files for development team.
- Schedule and host public hearings and public meetings for development projects.

Supervisory Duties

None



Job Qualifications

Knowledge, Skills, and Ability: Ability to succeed in a work environment with multiple tasks, constant change, multiple priorities and objectives. Strong organizational skills. Strong written and verbal communication skills. Ability to work directly with a variety of individuals and teams to problem solve effectively and efficiently. Skilled in use of spreadsheets, word processing and email applications, preferably Microsoft Office. Ability to create and make public presentations. Commissioned notary public, or ability to become one. Must be an insurable and licensed driver in the State of Colorado.

Education and Experience: Bachelor's degree in real estate development, construction management, finance or related field and a minimum of three years paid work experience in related field; or an equivalent combination of education and experience. Experience working in the affordable housing industry is preferred.

Working Environment:

Combination of office environment, construction job sites, private homes, and existing affordable housing developments.

This job description is not intended to be an exhaustive list of all duties, responsibilities, or qualifications associated with the job.