



Job Description | Program Manager

*This position is classified as **Exempt and Full-Time**, reports to the **Real Estate Development (RED) Director** and is a union position represented by CWA Local 7901. CASA of Oregon is located in Sherwood, OR*

This position is a Grade 11 with a starting salary range of \$85,950 - \$100,955

Department Director: Rosie Andalon, RED@casaoforegon.org

POSITION OVERVIEW

The Real Estate Development Program Manager is responsible for the development of multi-family housing, single-family housing, and community facility projects and helps determine the course of CASA's development program. The role oversees duties such as real estate acquisition, assembling and managing teams, leading community engagement efforts, conducting public advocacy campaigns, writing and administering grants, and leading or participating in equity and inclusion efforts. The Real Estate Development Program Manager also directs and facilitates activities from predevelopment through lease-up and works on projects that include but may not be limited to tax credit projects, bond financing, affordable housing preservation, rural development, farmworker housing, and community organizing.

POSITION DUTIES and RESPONSIBILITIES

- Identifies and works with project sponsors (housing authorities, nonprofit organizations, growers, local governments) and/or homeowners to effectively develop multi-family, single-family and community facility projects
- Performs outreach to communities regarding farm-worker and affordable housing issues and development processes
- Analyzes feasibility of proposed projects in various markets; prepares market studies when necessary
- Inventories and selects project sites; obtains necessary land use and environmental approvals
- Assembles and manages the development team, including project sponsor, architect, builder, property manager, lenders, and investors; authorizes contract terms
- Prepares and revises development and operating budgets
- Secures and administers project financing (include local, state and federal grants, conventional and subsidized loans, state and federal tax credits, private foundations and trusts, tax exemptions and in-kind donations)
- Reviews documents, including design, construction agreements, and finance documents
- Oversees construction; attends inspections; prepares draw requests and change orders
- Prepares and/or oversees preparation of property management documents
- Develops and oversees project timelines; files required reports
- Conducts surveys for farmworkers in potential project areas
- Coordinates and convenes conference
- Coordinates work and projects with housing specialists
- Assists other CASA departments (ie: procuring funding)
- Assists co-workers, as needed, coordinate project schedules, as needed, with other projects; assists with general operations of the office, engages in fundraising activities for the organization
- Other duties as assigned

QUALIFICATIONS

Education/ Experience: BA/BS in planning, construction sciences, business, architecture or related field is preferred. At least three years' experience developing real estate and/or managing affordable housing and construction projects:

NOTE: A combination of education/training/work experience demonstrating general qualifications for the position may be accepted in lieu of degree requirement.

ADDITIONAL REQUIREMENTS

- A thorough knowledge of and demonstrated experience in affordable housing development and finance
- Experience working with low-income individuals, brokers, real estate investors, local sponsors, community representatives, lenders, and other involved in the development process
- Ability to plan and manage multiple projects, budgets, and contracts and meet strict deadlines
- Capacity to work independently and perform complex tasks with minimal supervision
- Excellent presentation and written communication skills, including grant writing
- A commitment to working in a multicultural/bilingual environment; and a driver's license and access to transportation

WORK ENVIRONMENT

- Work is in an indoor, office setting. May occasionally require meeting at or visiting project sites in various settings throughout the state.
- This position requires occasional travel both in state and to trainings and/or conferences out of state, which may include day and evening work.
- Must have a valid driver's license with consistent access to reliable transportation.
- CASA's work culture is inclusive, equitable, and collaborative. CASA makes transparent and shared decisions, and cultivates staff through professional development.
- CASA encourages and supports staff involvement in both internal and external committee work during regular work time. Internal committees include: Equity Committee, Health, Safety & Wellness Committee, Sister Adele Scholarship Committee and Fun Committee.

PHYSICAL AND SENSORY CAPABILITY REQUIREMENTS

The following capabilities are required in order to perform the essential functions of this position. Reasonable accommodations that do not create an undue burden on the company are available to address the following requirements:

- Ability to: stand, walk, reach with arms and hands, climb or balance, and to stoop, kneel, crouch or crawl;
- Lift, carry, and place items of up to 25 pounds;
- Maintain sustained concentration on computer screens;
- Use keyboards and a variety of computer peripherals

CASA is an equal opportunity employer. All applicants will be considered for employment regardless of race, color, religion, sex, sexual orientation, gender identity, national origin and veteran or (dis)ability status. CASA of Oregon also complies with federal and state (dis)ability laws and makes reasonable accommodations for applicants and employees



with (dis)abilities. If reasonable accommodation is needed to participate in the job application or interview process, to perform essential job functions, and/or to receive other benefits and privileges of employment, please contact the department director.

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