

PROJECT MANAGER

Over-the-Rhine Community Housing

Closing date: 2/26/18 at 5 pm

Over-the-Rhine Community Housing is seeking a Project Manager to join our team of professionals dedicated to ensuring that Over-the-Rhine remains an inclusive community that benefits low-income residents. As a key member of the Real Estate Development Team, you will be responsible for furthering the vision of quality stable housing for all in a socially, racially and economically inclusive community through the creation of new housing, capital repairs of existing housing, and management of commercial and land assets.

The ideal candidate will be highly organized, self-motivated, capable of managing multiple real estate development projects simultaneously, and will thrive both working independently and in a team-oriented environment. This position requires someone who enjoys learning on the job and is excited to take initiative and ownership of projects. The Project Manager will work closely with the Director of Real Estate Development and assist in tasks throughout the real estate development process but will also manage their own projects. This is a dynamic position and requires a person who can manage a variety of projects and responsibilities. Outstanding project management skills, good attention to detail and the ability to build and maintain relationships with internal and external partners are essential to overall success and effectiveness in this position.

KEY ROLES & RESPONSIBILITIES:

- **Manage capital repair budgeting, planning, and projects**
 - In conjunction with annual budgeting process, updating capital needs assessment and housing inventory– walking all properties, noting repairs to be considered for following year and major capital expenses
 - Work with Maintenance to confirm any additional needs or priorities they may have identified
 - Present updated capital needs list and budget annually to senior management
 - Evaluate each properties cash position (and projected cash position), available reserves (with a goal of maximizing withdrawal from reserves as allowed by lender or syndicator) and grant funding programs (lead grant etc) to determine capital repairs to be implemented.
 - Apply for capital repair grants when necessary/possible
 - Bid out and monitoring capital repair/improvement work
- **Manage leasing and tenant improvement of OTRCH commercial spaces and parking lots**
 - Determine a strategy for the commercial portion of the portfolio.
 - Review and abstract all existing leases - ensuring all lease requirements are being met by the tenants (i.e. rent correct, paying utilities, insurance on file, usage appropriate etc).
 - Analyze current market to compare rental rates being offered to ensure maximizing revenue if that is the goal.
 - Negotiate leases, managing tenant improvement construction process.
 - Bid out and manage development projects of commercial spaces for tenant build out as necessary
 - Work with Parking Lot Manager to maximize parking lot revenues
- **Manage the development of or the disposition of OTRCH vacant lots**

- Work with the Director of Real Estate Development to come up with a disposition or development strategy for OTRCH's vacant lots.
- Work with the Director of Real Estate Development to bring development strategies to reality
- Work with a realtor to complete disposition
- Keep track of code violations and fees and work with code officials to close out violations of vacant lots
 - Identify financing source for code violation work
 - Bid out and manage code violation repair work
- Submit building appeals as necessary for VBML fee
- Work with Director of Real Estate Development on developing new property acquisition strategy
 - Apply for land banking status with the City
 - Monitor properties until they are developed to ensure they meet the vacant building standards
- Assist Director of Real Estate Development on property development projects
 - Help to create development funding budgets and strategies
 - Aid in applying for different funding sources
 - Aid in closing funding for projects
 - Participate in construction monitoring and funding draws

REQUIREMENTS:

- Passion for affordable housing development and desire to learn real estate development skills;
- Bachelor's degree in Real Estate, Urban Planning, Business Administration, Architecture, Construction Management, or other relevant fields;
- Minimum of 1 year of direct or related experience in real estate development, real estate development finance, real estate lending, community development, or project management;
- Demonstrated ability to build effective working relationships with people of diverse social, economic, and racial/ethnic backgrounds;
- Proven skills in project management, advanced level problem solving, sound decision-making, exceptional follow-through, and precision in following procedures;
- Demonstrated success working as a team player and individually to achieve organizational goals and objectives;
- Highly organized and willing to take the initiative to obtain results;
- Experience in Microsoft Excel, Word, and Power Point. Experience with database programs and GIS mapping programs preferred;

Please submit a letter of interest and resume to afinke@otrch.org by February 26, 2018.

About the Over-the-Rhine Community Housing

Over-the-Rhine Community Housing is a non-profit community development organization and affordable housing supplier focused on the Over-the-Rhine neighborhood of Cincinnati, Ohio. We develop and manage resident-centered affordable housing to build inclusive community and benefit low income residents. We believe that dignified housing is a right that all people deserve and should be available to all including the most vulnerable members of our community. We value neighborhood amenities and services that are available for all members of our diverse community. All relationships must be shaped by justice, community and inclusion, and all persons are respected and valued. For more information go to www.otrch.org.