

## **Job Posting**

### **Senior Housing Project Manager**

#### **About Us**

Famicos Foundation is a community development non-profit corporation based in Cleveland, OH. Our mission is to improve the quality of life in Greater Cleveland through neighborhood revitalization, affordable housing, and integrated social services. We empower residents to create engaged, vibrant, diverse, and healthy neighborhoods where residents choose to stay, invest, and help shape "neighborhoods of choice." Our core values include respecting the dignity of each person we serve, upholding a high standard of integrity, embracing diversity, seeking innovation, and consistently delivering measurable results.

#### **About the Role**

This is a unique opportunity as the development team is small so you will have a significant role and get exposed to all aspects of development. We have a pipeline that is the size of a much larger firm and we will be growing in the coming years! This opportunity will allow an individual to get experience seeing all aspects of development such as finance, design, acquisition, due diligence, entitlements, civil engineering, and construction project management, and how they all come together. We are looking for someone who is able to step in early on and contribute to the team. Our development team has a very horizontal structure where each person plays a key role and learns from each other.

#### **Opportunity**

The Development Associate will report to the Real Estate Development Director and will assist in market analysis, closing, and will manage the design and construction of single and multifamily developments. The Associate will work closely with the Contractors/ Project Management, External Design, Development and Asset Management teams throughout the project lifecycle.

#### **Responsibilities**

Work closely with Real Estate Development Director and assist in the evaluation of new development and acquisitions projects.

Review project feasibility studies such as market studies and environmental reports.

Study job specifications to determine appropriate construction methods. Evaluate construction methods and determine cost-effectiveness of plans, using computer models. Develop construction budgets to compare green and non-green construction alternatives, in terms of short-term costs, long-term costs, or environmental impacts. Prepare and submit budget

estimates, progress reports, or cost tracking reports. Apply green building strategies to reduce energy costs or minimize carbon output or other sources of harm to the environment.

Participate in design development, pre-construction, and value engineering process with developer, architect, and contractors to ensure functional designs that meet market demand, and which can be constructed within budget and schedule.

Coordinate with design consultants in the preparation of concept, schematic, development, and construction documents.

Coordinate with general contractors in the preparation of construction cost estimates for new development projects, including subcontractor selection.

Resolve any issues to secure full project entitlement which includes reviewing project design for submission to local planning commission, meeting with project architect, engineers, and local authorities to ensure compliance with zoning, identifying need for variances, and attending public hearings and meetings with local citizen groups.

Attend progress meetings and monitor construction progress to ensure compliance with project budget, schedule and quality standards.

Work with the Contractors and Accounting to review and approve funding requests and construction draws from developers and general contractors.

Manage all projects under development in the portfolio to ensure projects are completed on schedule, on budget, lien-free, safely, at the quality contemplated in design and in accordance with the construction contract.

Report on project costs, schedules, budget, quality, legal issues and lien releases to the Real Estate Director and Asset/ Project Management team.

### **Requirements**

Bachelor's degree in Construction Management/ Engineering/ Architecture  
Excellent blueprint reading skills  
3+ years of management experience  
Project Management experience  
Strong conflict management skills  
Serviceable automobile

All interested candidates should send resumes to [dwalker@famicos.org](mailto:dwalker@famicos.org).