



Oakland Community Land Trust

Job Description

Project Manager

The Oakland Community Land Trust (OakCLT) is a 501(c)(3) nonprofit organization dedicated to building resident power through the shared ownership and governance of land while expanding permanently affordable housing and economic development opportunities for low-income Oakland residents. OakCLT's current work includes preventing displacement through a continuum of resident-controlled housing preservation options (including single-family lease-to-own and multi-family housing cooperative programs), the acquisition and stewardship of land for urban agriculture and other community-serving uses, and supporting the leadership of existing OakCLT residents. In addition, OakCLT is currently in the process of growing a revolving housing acquisition fund, the Oakland Neighbors Fund, with support from donors and community partners, and is working closely with a cohort of grassroots CLTs throughout California to develop an emergent policy and funding ecosystem in support of community-led development on community-owned land.

Position Description

OakCLT is looking to hire a qualified and dedicated person in the role of Project Manager. The Project Manager will be responsible for a wide range of tasks related to improving the physical condition of OakCLT properties, including assessing rehab needs and budgeting for prospective acquisitions, overseeing the rehabilitation process of existing OakCLT projects (both occupied and vacant), compliance oversight for OakCLT rehabilitation projects as required by funders, and monitoring project progress and construction quality. The Project Manager will be responsible for coordinating with the Executive Director and other staff on project sequencing and financing, interfacing with contractors to obtain and evaluate bids, working closely with OakCLT residents, and coordinating with the Operations Manager and Bookkeeper to ensure project expenses, invoices, draw requests, and change orders are processed and tracked properly.

The specific roles and responsibilities of the Project Manager as outlined below are varied and can benefit from a range of professional and life experiences. The ideal candidate has experience in construction or real estate project management combined with a strong commitment to the mission and values of the Oakland Community Land Trust. This position requires someone who is able to self-manage, works well in teams, and has strong organizational and time management skills.

Project Acquisition Support

- Perform due diligence tasks, including coordinating inspections, environmental reviews, capital needs assessments, structural evaluations
- Assess rehabilitation needs and develop preliminary rehabilitation budgets
- Support with overall project feasibility analyses
- Develop relationships with tenants residing in potential OakCLT projects

Project Ideation/Evaluation/Development

- Evaluate options for future accessory-dwelling unit (ADU) development on existing OakCLT land
- For vacant or underutilized sites, work with staff, OakCLT residents, community members, and project partners to evaluate and research options for innovative, affordable, and equitable development options on OakCLT land

Rehabilitation Project Management

- Prepare, manage, and analyze acquisition, rehabilitation, and operating budgets and schedules
- Develop contractor requirements and bid packages based on established or necessary procurement guidelines. Coordinate bidding by multiple contractors as required. Select and oversee consultants including architects, contractors, inspectors, and other necessary project partners
- With support from other OakCLT staff, develop and submit applications to local, state, and federal agencies for grants and/or project financing
- Review and interpret loan documents, regulatory agreements, and other contractual documents
- Develop project schedules and track all critical dates throughout the life of each project
- For occupied rehab projects, work closely with OakCLT residents on project scoping, scheduling, temporary relocation (if necessary) and execution
- Visit project sites as necessary to track progress of work and to ensure projects are on schedule
- Prepare payment applications, draw requests, and change orders and work closely with bookkeeper and accountant to maintain project accounting to ensure projects stay within budget

Maintenance and Stewardship

- Coordinate and manage site maintenance and security during acquisition and rehabilitation phases through construction completion including tracking holding costs (insurance, property taxes, security, etc.). Develop and maintain relationships with OakCLT residents, neighbors, and other interested parties as necessary
- Manage deferred maintenance and other critical repairs as necessary when OakCLT homes are re-sold to new buyers or repurchased by OakCLT

- Work with other OakCLT staff to build the capacity of residents to achieve resident self-management and operational sustainability, including the development and delivery of training curricula that suit the needs of OakCLT's diverse resident experiences, ranging from single-family homeowners to multi-unit cooperatives
- Provide support to OakCLT residents in the development of a scattered-site urban farm project on multiple vacant parcels, as necessary
- Update and maintain OakCLT's property and household records in Homekeeper (Salesforce-based CRM)

Minimum Qualifications:

- Bachelor's degree in city/urban planning, community development, urban studies, or other related field **OR** equivalent training plus two (2) years of experience in architecture, housing development, construction/rehabilitation management, civil engineering, affordable housing asset or property management, or related field
- Ability to work in a community-based effort that involves people of diverse socio-economic and cultural backgrounds, and the ability to build strong working relationships with individuals and groups of people
- Excellent written and oral communication skills
- Proficient user of Microsoft Office and Google apps
- Strong basic math and spreadsheet skills for budgeting and expense tracking
- Commitment to OakCLT's mission and values

Preferred Qualifications:

- Experience with or demonstrated understanding of the community land trust model
- Bilingual Spanish/English

Position Details

Hours: Full-Time (37.5 hours/week)

Salary: \$75,000 annually

Benefits: Medical, Dental, Vision coverage

How to Apply:

Please submit a current resume/curriculum vitae along with a cover letter describing your relevant qualifications and what interests you about working at the Oakland Community Land Trust by **11/30/2020**.

Email your documents to information@oakclt.org with "Project Manager" in the subject line.