

Job Announcement

Senior Project Manager

Location: Little Tokyo Service Center office

Salary and Benefits: DOE

Employment Status: Full-time; Exempt position with benefits

Start Date: As soon as position is filled

Background:

For over 40 years, Little Tokyo Service Center (LTSC) has provided a safety net of social welfare and community development services to empower people and communities in need. LTSC provides culturally and linguistically appropriate services to the Japanese American community in the Southland, builds multi-family affordable housing projects to uplift low-income neighborhoods of color throughout Los Angeles, and promotes equitable development and cultural preservation in the Little Tokyo neighborhood.

We are an Equal Opportunity Employer. We do not discriminate on the basis of race, religion, color, sex, sexual orientation, age, national origin or disability.

Summary of Duties:

The Senior Project Manager will be responsible for managing several real estate development projects. LTSC's real estate portfolio is rapidly expanding and includes affordable and permanent supportive housing, non-profit community-serving facilities, and more than \$350 million worth of mixed-use, transit-oriented developments in the pipeline. Many of LTSC's projects will be developed in partnership with other community-based nonprofits based in communities throughout Los Angeles.

Responsibilities Include:

The Senior Project Manager will be responsible for all phases of development, including initial feasibility analysis, site analyses and acquisition, entitlements, financing applications, managing partnerships, managing the project team including architects, general contractors, and consultants, overseeing loan closings, construction administration, monitoring lease-up, transitioning projects to operations, and other duties as may be assigned by your supervisor. Travel to project sites is required. The Senior Project Manager will work under the supervision of the Director of Real Estate Development.

Qualifications, Experience, and Skills:

- 5+ years experience in affordable housing development or related field, preferably with

development projects taken from concept through completion;

- Bachelor's degree; graduate degree in Urban Planning, Business, Real Estate, or related field preferred;
- Experience applying for and successfully securing awards from LIHTC, HUD, HCD, HCID, HACLA, LACDA, and other financing sources;
- Work well in a multi-cultural environment;
- Strong initiative and ability to develop projects from the ground up;
- Ability to manage several active projects simultaneously and meet tight deadlines;
- Strong written and verbal communication;
- Strong quantitative and computer skills, including proficiency in financial analysis using Microsoft Excel;
- Experience managing relationships with political offices, public funding agencies, building & safety and planning departments, and lenders in moving a project forward;
- Desire to make a long-term commitment to this organization and the communities we serve;
- California drivers license and access to insured automobile;

Equivalent education or experience can be substituted for all minimum qualifications, except when legal requirements, such as a license/certification/registration, are required.

LTSC requires all employees to submit proof of COVID-19 vaccination or weekly negative COVID-19 tests.

How to Apply: Please send a cover letter and resume to Debbie Chen (she/her), Director of Real Estate at dchen@LTSC.org.