



Job Title:	Project Manager	Job Category:	Exempt
Department/Group:	Real Estate	Reports To:	Director of Real Estate
Location:	3541 W. North Ave Chicago, IL 60647	Travel Required:	No
Level/Salary Range:	Starting at \$65,000	Position Type:	Full-Time (40 hours/week)

About the Organization

Since 1982, LUCHA (Latin United Community Housing Association) has served thousands of moderate and low-income families with Affordable Housing Development, First-time Home Buyer Counseling, Foreclosure Prevention, Senior Home Repairs and Legal Assistance. LUCHA owns and operates 198 units of affordable rental housing in the West Town, Humboldt Park and Logan Square community areas. LUCHA partners with residents, community organizers, financial institutions and government agencies to maintain its \$34 million in real estate assets and to advocate for greater affordable housing options in the region. In support of its mission, LUCHA is strategically growing its work in developing affordable, sustainable and healthy housing.

Job Description

LUCHA is seeking a Project Manager to join the Real Estate team in directing LUCHA's pipeline of community development projects. With the oversight and support of LUCHA's Director of Real Estate and Executive Director, the Project Manager will oversee two or more developments at a time, advancing all aspects of the development process from concept development and research through acquisition, construction and initial occupancy. Additionally, the Project Manager will carry out tasks to support the operation and asset management of LUCHA's real estate portfolio and other duties as assigned.

Specific and essential duties of the Project Manager include:

- In collaboration with the Real Estate team, identify and initiate new housing development opportunities.
- Oversee project conception, site and market research, zoning analysis, and financial feasibility.
- Manage real estate acquisitions. Conduct due diligence and negotiate purchase agreements.
- Prepare and maintain project budgets, operating proformas, and schedules.
- Assemble and manage the development team, including architects, engineers, contractors, consultants and other project professionals. Participate and oversee design process to achieve project goals within project budgets and funding requirements.
- Lead all aspects of project financing, including identifying funding sources, completing funding applications, liaising with project funders and syndicators, and managing closings. Funding applications may include for-profit and not-for-profit lenders, City of Chicago and IHDA Low Income Housing Tax Credits (LIHTC), Federal Home Loan Bank (FHLB), City of Chicago TIF, and others.
- Lead rental subsidy applications, including Chicago Housing Authority (CHA), Chicago Low Income Housing Trust Fund (CLIHTF) and other programs such as the Illinois Housing Development Authority 811 program.
- Lead all aspects of project construction including managing the project team, attending draw meetings and site visits, preparing construction draws, and coordinating with LUCHA finance staff.
- Coordinate with the Property Management team to ensure initial lease-up and compliance goals are met.
- Engage local community organizers and leaders, tenants and neighbors, and elected officials to build support for projects. Lead public presentations and prepare materials for external communications.
- Assist the preservation of LUCHA's existing assets with tasks including real estate tax appeals, legal entity filings, and annual budgeting and planning.
- Duties as assigned by the Executive Director and the Director of Affordable Housing.

Qualifications and Skills:

The ideal candidate will be a self-starter who can demonstrate the ability to problem solve and be flexible. They will bring a balance of analytic and interpersonal skills and a passion for community building.

Candidates must have:

- 3 or more years of experience in real estate development, real estate finance, urban planning or related field, with progressively responsible work managing complex projects or initiatives. A master's degree in urban planning, architecture, business or other related field can be substituted for one year of experience.
- Experience managing all or substantial portions of 1-2 real estate development projects including proforma analysis, financing applications, closings, and the construction process.
- Familiarity with affordable housing and the regulations and financing applicable to the industry, especially the LIHTC program.
- Strong attention to detail and organizational skills.
- Excellent verbal and written communication skills. Experience writing memos, narratives, presentations and financing and grant applications.
- Experience working effectively in a team environment and building relationships with people of diverse cultural, economic and racial backgrounds.
- Ability to represent LUCHA in a positive and professional manner at all times.
- Integrity and commitment to LUCHA's mission and values.

Strong candidates will have one or more of the following:

- 3 or more years of experience working on LIHTC or other affordable rental housing developments.
- Experience with community engagement, including presentations to the public, elected officials and other stakeholders.
- Bilingual (English and Spanish) writing and speaking skills.
- Direct experience working with housing finance programs and agencies such as LIHTC, HUD, IHDA, and the City of Chicago Department of Housing.
- Experience with sustainable design and green building certification programs.

Job Requirements:

- Ability to travel and attend occasional meetings on weeknights or weekends.
- Accommodations may be made for individuals with disabilities who otherwise meet the position qualifications and requirements. This position regularly requires the employee to sit, stand, speak, and operate a personal computer. Occasionally, walking and lifting up to 30 pounds may be required. The employee may be required to access sites and buildings under construction, which requires balance and ability to climb as needed.

LUCHA is a 501(c)(3) nonprofit corporation and an equal opportunity employer. Current COVID-19 policies include mandatory vaccination. At this time, the position is a hybrid role with scheduled days working from home and working from LUCHA's office each week. Benefits include medical, dental, vision and 401(k) employer match.

To apply, please submit a cover letter and resume via email to mgarlarza@lucha.org referencing in the subject line "Project Manager position." A writing sample (a sole-authored document or excerpt of 3 pages or less) and/or a portfolio of comparable work demonstrating relevant experience would also be appreciated. Resumes without a cover letter will not be considered.