



As a collaborative of congregations united in action, we create homes and advance equitable housing.

Project Manager

The Organization

Beacon Interfaith Housing Collaborative has a vision that 'all people have a home'. We are a collaborative of congregations who together build affordable and supportive housing, shelter families, and organize to impact housing policy. Beacon is a unique organization – an experienced nonprofit housing developer leveraging the power of congregations to create the public will needed to build and sustain affordable housing. Our focus is on households who make less than \$25,000 a year, and those who are experiencing homelessness.

The Beacon office is located on University Ave & 280 (along the Metro Green Line), convenient to both Minneapolis and St. Paul. For more information, check out www.beaconinterfaith.org.

The Position

The Project Manager performs responsible, professional work to plan, implement, and coordinate housing development projects and programs.

This position, located at our University Avenue office, reports to the Director of Housing Development. This is a full-time position, and is eligible for health benefits, our retirement plan, and paid-time off. The annual salary range for this position is \$55,000 - \$75,000, depending on qualifications.

Duties and Responsibilities

Project Planning

- Conduct or coordinate physical and financial feasibility analysis of proposed housing development projects.
- Identify and evaluate properties for acquisition; obtain rehabilitation specifications and preliminary construction estimates.
- Schedule and coordinate land acquisition; review title status and coordinate preparation of documents for conveyance of land.

Community Relations

- Meet with community stakeholders to secure feedback and gain support on the project.
- Represent Beacon at meetings with tenants, neighbors, community groups, funders, lenders, and government bodies on matters related to assigned projects.
- Coordinate the necessary meetings between Beacon, contractors, architects, neighborhood organizations, and others.

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Pre-Development

- Prepare development pro forma.
- Prepare and submit requests or work with consultant to secure adequate funding to implement the project, based on approved project or program plans or approved guidelines and criteria.
- Advertise for bids from architects and/or contractors; review proposals and meet with architects/contractors to discuss.
- Ensure all documents and information required by lenders and funders for project implementation are submitted in a timely and accurate manner.
- Work with architect and contractor towards final plans and specifications; approve all plans and specifications prior to bidding.
- Obtain all necessary approvals related to project implementation such as encroachment permits, zoning modifications, etc.
- Obtain bids for and coordinate removal of all hazardous materials.
- Work with existing residents to ensure their concerns are addressed before and during construction. Coordinate all necessary temporary and permanent relocation, complying with all applicable city and federal regulations.
- Prepare, process, and file required project plans and financing plans, with assistance as requested by various funders, lenders, government agencies, and others.

Construction Phase

- Program, initiate, coordinate, and monitor project activity; prepare, monitor and analyze project and program budgets to ensure all projects are completed on time and within approved budget.
- Attend project construction meetings as Beacon representative, resolving all issues in a timely, thoughtful and thorough manner.
- Obtain required approvals for any changes in work or overall project plan.
- Approve all change orders, contractor draw requests, and other invoices related to an assigned project.
- Perform administrative functions related to projects; including preparing status reports, related memos and correspondence.
- Work with architect to inspect work throughout the project, ensuring that all work has been completed in a satisfactory manner.
- Prepare information and work with auditors on cost certification at project close-out.
- Obtain all necessary as-built plans and specifications, operating and warranty information in a neat and organized form for asset management and contracted property management companies.

Organization Coordination

- Assist in the creation of standard timelines for project development and tracking.
- Work in close coordination with Beacon colleagues across the organization, including congregational organizers, services, and housing operations.
- Transition completed projects to Operations and Asset Management.

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All employees are expected to:

- Develop strong, respectful working relationships with: lenders, funders, government agency, neighborhood residents and business operators, neighborhood organization staff, and members of the population to be served in an assigned project.
- Develop and maintain productive, positive working relationships with other staff members.
- Represent Beacon, its mission, vision and goals in the broader community.
- Work effectively and respectfully with individuals without regard to race, color, creed, religion, national origin, marital status, political affiliation, sexual orientation, status with regard to public assistance, membership or activity in local commission, disability, sex and/or age.
- Work within all agency policies, government regulations and the law.
- Perform other tasks, responsibilities, and special projects as assigned or directed.

Required Qualifications

- Bachelor's degree.
- At least three years of relevant project management experience is expected. Five years' experience or more preferred.

Preferred Qualifications

- Highly effective written and verbal communication and presentation skills
- Demonstrated ability to work in teams, deliver project outcomes on or ahead of deadline, with minimal supervision;
- Excellent analytical and problem-solving capacity, with attention both to detail and big-picture challenges to achieving project objectives.
- Excellent follow-through, relationship-building skills.
- Proficiency with Microsoft Office software suite, including Outlook, Word, Excel, Power Point.
- Ability to be creative and flexible in responding to changes.
- Prior experience and success with multifamily Low Income Housing tax-credit applications, deferred financing programs an important plus
- Prior experience with construction management and oversight a plus.

If you are excited about being part of an organization with a big goal and collaborative spirit, learn more about Beacon and this position at www.beaconinterfaith.org. Please submit a resume with cover letter to HR@beaconinterfaith.org.

Beacon strives to be an authentically inclusive organization. As an equal opportunity employer, Beacon does not discriminate against candidates on the basis of race, color, creed, religion, national origin, sex, age, physical or mental disability, veteran status, gender identity or expression, or sexual orientation. We affirm that all people are valuable and deserve respect, we welcome diverse perspectives and backgrounds, and foster an inclusive and collaborative environment as we work together on our vision that "All people have a home". Women, people of color, LGBTQ+ individuals, and members of other minority or marginalized groups are strongly encouraged to apply.

Beacon is an Equal Opportunity Employer.

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