

Our Mission

To manage and develop properties that empower the communities we serve. Promoting excellence and an ethical, dynamic and rewarding work environment for our fellow employees, while creating value for our clients, partners and investors.

Our Vision

A world where underserved communities have home-grown leadership, self-representation, safety and unprecedented opportunity and access.

Our Brand

A proactive leader and socially conscious urban real estate brand that unites, empowers, and inspires communities to achieve their highest potential.

Our Values

- We believe in leading by example and in delivering results with integrity, excellence, and urgency.
- We believe in working only on projects that are truly important and meaningful to us and the communities we serve.
- We believe that our greatest strength lies in our people, in their wellbeing and in their ongoing personal and professional development.
- We believe in having the honesty to admit when we are wrong and in the courage to change.
- We believe our community involvement enables us to actively live our company's values and communicate the spirit of our brand.

Role Value Proposition

Led by a collaborative group of individuals who largely come from the communities we are proud to serve, over the past 30+ years, Primestor has led a culture that values the team over the individual. As an established pioneer in its space, Primestor's work ethic is very strong because we love what we do, and we are intimately in touch with the impact of our work. Situated in an open environment, every member of our team is part of that driving force of change and success. We have a progressive culture of inclusion and open-mindedness; open about how things are done while balancing a clear measurable goals culture and constantly adaptive approaches. We place a premium on personal autonomy, ideas, and cultural fit with a keen awareness of inclusivity, diversity, and sustainability.



Project Manager – Affordable Housing

Job Location: Los Angeles (Culver City, CA)

Reports to: Vice President of Residential

Position Type: Exempt

Job Description

The Project Manager works under the direction and support of the Vice President and will be responsible for managing various aspects of affordable housing development projects. The Project Manager is responsible for coordinating all stages of affordable housing development for multiple projects and ensuring that objectives for each project are accomplished within funding, timeline and quality parameters set out by the Team at the start of predevelopment. The ideal candidate for this position is highly organized, proactive, and resourceful, and able to manage multiple projects and departments duties. They will coordinate consultant activities and perform necessary functions to further site acquisitions, entitlements, design & approvals, financing, loan closings and construction through project handoff.

Key Responsibilities

- Assist in preparation of financial, physical, and entitlement feasibility analyses of prospective acquisitions including responses to RFPs / RFQs.
- Support the Associate Program Manager in maintaining project files, logs and contracts.
- With the support of Vice President and Director of Community Engagement, secure all necessary entitlements and permits from AHJ. Engage with community stakeholders and secure support for prospective projects.
- Assemble funding applications for public sector gap financing along with RFPs for private financing requests within funding deadlines.
- Modify project pro formas and update budgets based on funding requirements.
- Hire and manage architectural & engineering consultants with support from the VP and closely monitor phases of plan development.
- Consistently meet budget and schedule performance goals.
- Prepare presentations for Investment Committee (IC) and provide regular updates on project updates to leadership.
- Assist CIO and Vice President with identification of financial partners and review of terms for debt and equity.
- Coordinate site due diligence and loan closing checklist.
- Work with construction manager to ensure that projects are delivered to Primestor's standard, on time and on budget.
- Proactively identifies, reports and solutions project risks.



Other Duties

- Provide superior, cooperative, and excellent client interface and service.
- Contribute to the growth of the Company.
- The description noted above is not designed to cover all activities, duties or responsibilities that are required. Other duties, responsibilities and activities may change or be assigned at any time with or without notice.
- Enhance, cultivate, and add meaning in your own professional and personal skills

Qualifications

- A minimum of four (4) years of experience in affordable housing finance and real estate development, preferred.
- Proficiency in Excel, Word and PowerPoint
- Ability to breakdown complex matters and make sound recommendations to leadership.
- Knowledge of affordable housing loan and grant programs along with the tax credit program, both 4% and 9% credits.
- Strong financial acumen to underwrite and model new opportunities.
- Ability to manage multiple predevelopment projects simultaneously.
- Ability to work independently and problem solve resourcefully.
- Strong work ethic; self-motivated; results-oriented; capable of effective independent judgment
- Strong strategic mindset and the ability to communicate effectively both internally within the company and externally with stakeholders, community members and partners.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of the job, the employee is regularly required to use hands to handle objects or equipment; reach with hands and arms. The employee frequently is required to stand, walk, talk and hear. The employee is occasionally required to; sit, climb or balance; stoop, kneel or crouch.

The employee must regularly lift and/or move up to [10] pounds, frequently lift and/or move up to [15] pounds and occasionally lift and/or move up to [25] pounds. Specific vision abilities required for this job include the ability to adjust focus, as well as the ability to maintain close vision, distance vision, peripheral vision, and depth perception.



Salary & Benefits

- Salary (\$100,000 – 130,000+) depending on qualifications and experience.
 - *The salary listed is an estimate and not guaranteed. A salary offer will vary based on applicant education, experience, skills, abilities, and alignment to market data.*
- 401k Plan
- Healthcare, dental, visions coverage
- Mileage reimbursement at the federal rate
- Travel – hotel, airfare, meals paid.
- Vacation

Please email your resume to:
careers@primestor.com