CAST
JOB DESCRIPTION

Job Title: Project Manager
Supervisor: Director of Real Estate & Partnerships
FLSA Status: Exempt

Mission and Background

Community Arts Stabilization Trust (CAST) was founded in 2013 on the belief that arts and culture drive strong, vibrant, diverse communities. The mission of CAST is to create long-term/permanent, affordable solutions to address the space needs for artists and arts and cultural entities in San Francisco, Oakland, and other urban centers. In 2020, CAST’s work expanded to include affordable housing opportunities for artists.

CAST secures space and works with artists, community arts and cultural organizations, and real estate development partners to navigate the San Francisco and Oakland real estate markets, manage complex real estate transactions, and find long-term, affordable facility options for culturally significant gathering places. CAST centers our real estate work with and for creatives and cultural organizations, particularly BIPOC-led organizations, those working in historically marginalized communities, or at risk of displacement. By collaborating with artists, local government agencies, businesses, civic leaders, and funders, CAST celebrates, promotes, and preserves artistic and cultural traditions and innovations. In doing so, we create hubs that build positive relationships between diverse communities and places of culture and economic development that foster the hope and opportunity that are fundamental to creating healthy neighborhoods.

CAST is a living laboratory for culture and urban development. Using financing and structural models in new ways, we make and steward spaces to hold and secure the cultural soul of the San Francisco Bay Area for now and future generations.

Summary:

The Project Manager will be responsible for managing all aspects of the development process for new construction, acquisition and rehabilitation projects. The Project Manager will work with project teams, internally and externally, to support the development of affordable housing and commercial opportunities, including the entitlement, financing, design, construction, oversight of leasing, and the smooth hand-off to CAST’s Asset Management team that oversees our property management vendors. S/he/they will perform a variety of complex tasks involving administrative, analytical, and project management functions in a dynamic professional environment. The Project Manager must use considerable judgment and initiative to determine and effectuate the approach or action to address non-routine situations.

Responsibilities will include representing CAST to vendors and external partners, negotiating and preparing internal and external documents, creating content for competitive affordable housing and other financing applications, working collaboratively with our community engagement team, and managing real estate development projects in a manner that supports the growth and consistent quality of the organization’s work. The Project Manager is responsible for ensuring the successful execution and completion of financially and operationally viable developments in a timely and cost-efficient manner. This position will report to the Director of Real Estate Development and Partnerships.

Job Description:
- Lead a development team, including architects, engineers, contractors, attorneys, and other consultants through the development process
  - Lead the design process in collaboration with community engagement team
  - Solicit, evaluate, negotiate, and monitor contracts and engage legal counsel, as appropriate
  - Monitor project costs, materials and schedule through construction
- Perform due diligence for development sites, including consultant selection, review and analysis of reports, assessment of potential risks and associated costs, and recommendations for risk mitigation and next steps.
- Analyze sites for financial feasibility and program capacity; work with community engagement team to understand and integrate community needs.
- Prepare and update financial models for potential sites and assigned projects with well-reasoned assumptions; structure projects to be viable and competitive for affordable housing or NMTC financing (as applicable)
- Maintain accurate budget and critical path schedule with key milestones
- Communicate schedule and budget changes, impacts, and resulting plans in a timely and accurate manner
- Prepare reports to the CEO and Board of Directors regarding project status and requests for authorizations as necessary and in line with CAST policies
- Obtain and close financing for the development, including taking the lead in negotiations and execution, with approval by CEO and CAST Board of Directors
  - Prepare and submit financing packages
  - Clearly document loan and partnership terms for file and for approval, including internal review and incorporation of preferred terms
  - Create and maintain up-to-date financial models that accurately reflect the project budget, expenses to date and anticipated, and financing plan
- Apply for and obtain required government permits and approvals
  - Manage a team of design consultants through the process of obtaining planning approvals
  - Work in partnership with community engagement team to manage the community engagement process
  - Manage the building permit process and secure all necessary permits
- Initiate and maintain coordination with all internal departments
- Represent the organization in a professional manner in front of public bodies and at industry events such as networking with appropriate groups and individuals, attending CAST partner events

*Performs other assignments as requested.*

**Qualifications:**

- Master’s Degree in Urban Planning, Community Development, Architecture, Business Administration, or related fields with an emphasis on real estate development, or commensurate experience
- Minimum of two years of experience in affordable housing development
- Critical thinker with the ability to solve practical problems, tackle new projects and deal with a variety of concrete variables in situations where only limited information exists
- Experience securing entitlements and financing for at least one completed affordable housing development for which the job candidate had primary responsibility during all phases of development
- Ability to read, interpret, and identify areas of corporate risk in documents such as building and zoning codes, operating, and maintenance instructions and procedure manuals. Ability to write reports and correspondence.
- Knowledge of Federal, State, Local and Private sources of financing for low income housing
● Demonstrated ability to communicate professionally and effectively via phone and in writing with site staff and internal partners, and external vendors, including providing direction and guidance to project teams as appropriate.
● Demonstrate good political instincts and judgment
● Ability to maintain confidentiality and a high level of discretion
● Ability to prepare financial feasibility analysis, conduct research and prepare narrative reports and proposals
● Ability to work in fast-moving, flexible environment and maintain priorities and project management skills, willingness to adapt to changing needs of CAST’s real estate development strategies and efforts, as new projects, tasks, and initiatives arise
● Ability to work both within a team and independently
● Ability to multitask under pressure in order to meet competing deadlines, gather and analyze information, and solve problems skillfully and timely in a fast paced work environment
● Must have valid CA Driver License, current auto insurance, and reliable transportation
● Demonstrated interest in arts and culture
● Commitment to CAST’s mission and vision
● Commitment to continuous learning
● Sense of humor and positive, proactive “can do” attitude
● Ability to work weekends and evenings as required
● Proficient using Microsoft Office Suite (Word, Excel, Power Point), Adobe Acrobat, and Google Suite apps. Experience with project management tools like Notion, Salesforce or similar is a plus. Demonstrated ability to learn new applications and support others in the adoption of new applications.

Work Environment and Physical Requirements:
● Typical office environment
● Ability to lift up to 25 pounds

Position Location: San Francisco, Oakland, and working from home.

How to Apply:
Please submit a resume and cover letter describing why you would be interested in working at CAST to jobs@cast-sf.org. Kindly include the position name in the e-mail subject line.

The Community Arts Stabilization Trust is an Equal Opportunity Employer and as such, complies with Federal, state, and/or local laws that prohibit discrimination in employment, based on race, religion, color, age, sex, national origin, citizen or intending citizen status, disability and veteran status. Information provided during the application or employment process will not be used to discriminate against any individual in any manner. Qualified candidates of diverse backgrounds are encouraged to apply.