

The ***Reno Housing Authority*** has career opportunities available for **Senior Project Manager of Construction** and **Senior Project Manager of Development Finance**. Will coordinate and oversee funding and construction for multiple capital improvement projects relating to affordable housing.

Examples of some of the essential duties are:

Senior Project Manager of Development Finance

- Participates in the establishment of development strategies, goals, objectives, policies, and priorities in alignment with agency goals and objectives
- Strategizes the use of development funding at the agency level.
- Identifies and presents recommendations on property acquisitions, conversions, and property investments based on sound asset management principles and analysis.
- Participate in identifying funding opportunities and leveraging options to further agency strategic development goals.
- Assist with the preparation of long-term financial models for all asset repositioning and development projects to ensure viability and alignment with agency strategic goals.
- Generates development and operating income budgets for asset repositioning and new construction projects.
- Conducts basic feasibility determinations based on standard affordable housing finance models and principles.
- Creates project pro-formas for Director of Development and Executive Director approval.
- Creates finance request documents (applications) including standard boiler plates for LIHTC, HOME, CDBG and other typical affordable housing development funding streams.
- Collaborates with development partners and non-profits to determine project feasibility and create development budgets.
- Manages cross functional project teams to implement project/program plans, ensuring adherence to resources, budget, time constraints, and contract/application/funding award compliance provisions.

Senior Project Manager of Construction

- Plan, prioritize, assign, supervise, and review the work of construction services engaged in design, construction management, and procurement of construction services.
- Oversee the preparation of contract solicitations including Requests for Proposal for construction contracts, special inspections, and other project support contracts.
- Manage contract selection process, prepare cost and price analysis, recommend contract award, and negotiate and prepare final contracts.

- Evaluate project design and construction objectives, identify the most economical and efficient procedures for building renovation, design and construction.
- Manage cross functional project teams to implement project/program plans, ensuring adherence to resources, budget, time constraints, and contract/application/funding award compliance provisions.
- Collaborate with engineers, architects, and other professional service providers to determine specifications of projects and address requests for information.
- Creates construction budget and ensures compliance with obligation deadlines, tracks costs obligated and incurred.
- Oversee building permit application submittals and required land use actions; work with local agencies to secure fee waivers; coordinate permit review process.
- Analyze and direct the overall project schedule and scope for implications on goals, objectives, and policies for the project. Track and report on project budget, milestones, risks, and major issues.
- Oversees contract change order requests, evaluate and assess options, and propose solutions.
- Oversees construction projects underway for compliance with contract specifications, code and quality compliance.

For more details on these positions, please review the job posting and position description on our Career page at: www.renoha.org

Who is the Reno Housing Authority?

The mission of the Reno Housing Authority is to provide fair, sustainable, quality housing in diverse neighborhoods throughout Reno, Sparks and Washoe County that offers a stable foundation for families to pursue economic opportunities, become self-sufficient and improve their quality of life. We are the largest provider of affordable housing in Washoe County, proudly assisting more than 9,000 Nevadans to have a safe, secure place to call home.

Why should you apply?

The RHA is committed to developing a team that embraces our mission and core values throughout our local community. To offer superior service to our clients, we invest substantially in the professional growth and development of our team and are focused on exemplifying our underlying values of integrity, trust, leadership, progress and customer service.

We offer **competitive salaries** with annual merit salary increases and regular cost of living increases, an **exceptional benefits package**, a robust defined benefit retirement plan, and ample **opportunities for growth**. Highlights of the benefits we offer includes:

- **100% employer paid** health, dental, & vision insurance for employees
- Excellent vacation & sick leave accrual program

- **Thirteen (13) paid Holidays** a year
- 5% merit salary increases plus regular cost of living increases
- **100% employer paid retirement** contribution for the Public Employees Retirement System (PERS)
- Flexible Spending Plans
- **Paid Parental Leave program**
- 457(b) retirement savings program
- **Employer paid** life and AD&D insurance
- Positive, friendly work environment focused on providing a healthy work/life balance

We are located in the largest city in northern Nevada. Nestled at the base of the Sierra Nevada mountains, the surrounding area provides unlimited indoor and outdoor recreational activities. With excellent weather averaging more than 300 days of sunshine annually the City of Reno is home to a vibrant food and entertainment scene with limitless major events such as balloon races, rib cookoffs, concerts, Hot August Nights, air races, renowned pub crawls, NCAA Division 1 sports, as well as minor league baseball and hockey teams!

Qualifications

The minimum qualifications for these position are a four-year degree in construction management, engineering, architecture, finance, accounting, economics, public administration or a closely related field from an accredited college or university.

A minimum of three (3) years of relevant project management experience in finance, accounting, budgeting, engineering, or construction management.

Or an equivalent combination of education, training and experience which provides the knowledge and abilities necessary to successfully perform the work.

Interested?

Please visit our Career page at [**www.renoha.org**](http://www.renoha.org) for more information on the Reno Housing Authority, our employment application and instructions for submitting completed applications. Qualified individuals are encouraged to apply as early as possible as this recruitment may close at any time based on applications received.

The RHA is committed to ensuring a safe, productive and positive work environment through a Drug and Alcohol-Free Workplace. Selected candidates will need to complete a pre-employment drug screen and criminal background checks

Equal Opportunity Employer

The Reno Housing Authority is committed to the principles of Equal Employment Opportunity (EEO) in accordance with applicable Federal and State law, and Executive Orders. Our policies prohibit unlawful discrimination based on race, color, creed, gender, religion, marital status, domestic partner status, age,

national origin or ancestry, physical or mental disability, medical condition including genetic characteristics, sexual orientation, or any other consideration made unlawful by Federal, State, or local laws.