



Community Development Project Manager II Position Synopsis

A Community Development Project Manager II at the Washington County CDA plays a significant role in the CDA's mission to improve the lives of Washington County residents by providing access to affordable housing and supporting community and economic development in local municipalities.

Members of the Project Management Team oversee a variety of programs and activities that facilitate community development and affordable rental and homeownership opportunities in Washington County. Project Managers work closely with City and County representatives and other stakeholders to understand the unique goals of each community and pursue resources and opportunities that address their individual needs. In pursuit of a new housing project or a major redevelopment initiative, a Project Manager II will collaborate with a variety of partners and be involved with site acquisition activities; planning and land use applications; navigating complex financing structures; contract procurement; construction management; and compliance oversight. Additionally, the Project Manager II will coordinate capital improvements throughout the CDA's portfolio of 1100+ affordable rental units and work independently on the budgeting, financing, design, procurement, and implementation of their assigned projects.

The Project Manager II is also responsible for ensuring compliance with CDA policies and state, local, and federal regulations, including public bidding, prevailing wage, and program-specific requirements. The Project Manager II will routinely present to the CDA Board of Commissioners and are a designated CDA representative at other public meetings and venues. Members of the Project Management Team may also contribute to research initiatives and legislative advocacy efforts and support the administration of a range of other CDA programs, including home improvement loan programs, federal funding entitlements, and housing development financing tools.

To be successful in the Project Manager II role, the individual must draw on knowledge and experience gained through work in diverse sectors such as real estate development or finance; construction, building inspections, or code enforcement; public administration; property management or facilities maintenance; urban planning; public policy or program administration.

The ideal candidate will have a strong interest in affordable housing and public service, advanced skills in project management, and experience and technical expertise in construction/building codes, housing finance, or real estate development. Technical skills required for the position are strong skills in communication, organization, and critical thinking, and be resourceful, intrinsically motivated, and capable of working independently in a hybrid setting.