



## **JOB POSTING – Director of Property & Facilities Management**

The Coalition for Humane Immigrant Rights (CHIRLA) is a nonprofit organization founded in 1986. CHIRLA is a California leader with national impact made of diverse immigrant families and individuals who act as agents of social change to achieve a world with freedom of mobility, full human rights, and true participatory democracy. CHIRLA organizes and serves individuals, institutions, and coalitions to build power, transform public opinions, and change policies to achieve full human, civil and labor rights. Guided by power, love, and vision of our community, CHIRLA embraces and drives progressive social change.

### **POSITION DESCRIPTION:**

CHIRLA is seeking an experienced Director of Property & Facilities Management to oversee CHIRLA's properties including CHIRLA's Immigrant Welcoming and Empowerment Center renovations. This position reports directly to the Executive Director and Managing Director. The Director will be responsible for all phases of CHIRLA's Property Development.

### **DUTIES AND RESPONSIBILITIES:**

#### **Oversight**

- Advise CHIRLA's senior executive team on design development from concepts through construction execution and oversee the process.
- Work closely with Construction companies and provide project oversight.
- Manage and coordinate all aspects of joint venture developments, including negotiation of Memorandum of Understanding and services agreement manage the partner roles to ensure project moves forward successfully.

#### **Property Management and Tenant Relations**

- Manage CHIRLA's Properties, their maintenance, and ensure they are adequately staffed.
- Prepare and maintain project financial proforma models, including defining development, operating and supportive service budgets.
- Coordinate with asset management, property management and services team during predevelopment and construction to ensure smooth tenant and staff relations.
- Manage transition to operations; supervise property management; oversee the moving in of CHIRLA's offices and operations.
- Monitor tenant selection and lease up process.
- Evaluate reports, decisions, and results of the Real Estate Development team and recommend new approaches, policies, and procedures to effect continual improvements in operations and efficiency.
- Perform other duties as required.





## Financing and Funding

- In partnership with CHIRLA's leadership, research, and secure entitlements.
- Develop a plan for lease-up, in coordination with partners and CHIRLA's executive management team Manage the construction process; select and negotiate contracts with contractors; monitor construction team.
- Research and support CHIRLA's Executive and Managing Directors in financing decision making including Preparation of funding applications, negotiation of loan terms.

## Partnership Coordination

- Coordinate with CHIRLA's partners and vendors involved in acquisition and renovation of the building.
- In partnership with CHIRLA's leadership, develop a community outreach and engagement strategy.
- Support CHIRLA's Leadership by preparing project presentations, gathering documents, and blueprints.
- Convene CHIRLA's Property Partners, and construction contributors for planning and updates.

## SKILLS AND QUALIFICATIONS:

### REQUIRED:

- A master's degree with three or more years more experience in housing development, business, finance, urban planning, or a related field.
- Two (2) or more years of experience in housing development, business, finance, urban planning, or a related field, preferably for a non-profit, government agency or private financial institution.
- Two (2) or more years of experience in project management
- Demonstrated experience with public and private affordable housing funding resources and subsidy programs including low-income housing tax credit program, tax-exempt bonds, and syndication proceeds; ability to creatively combine financing tools to leverage nonprofit resources and funds.
- Experience in all aspects of affordable housing real estate development, including finance, entitlement and design, construction, lease-up and operations.
- Strong ability to analyze complex data, perform sophisticated analysis, and make appropriate recommendations.
- A results orientation to be responsive to the needs of the organization in a timely fashion.
- Finely tuned diplomatic, written, and oral communication skills.
- Must have experience applying for, or knowledge of securing and managing key public and private financing sources for the development and operation of affordable and supportive housing.
- Strong strategic planning and management skills.
- Strong planning, organizational, and management skills
- The ability to manage several projects simultaneously and oversee effective operation of other administrative functions.





### **Preferred:**

- Experienced presenter such as being comfortable with oral presentation and communication
- Proficient in sophisticated real estate finance analysis using Excel, project management software, and word processing software.

### **Desired Traits or Characteristic**

- Ability to anticipate, manage and resolve conflicts.
- Ability to creatively find solutions to challenges.
- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to maintain positive working relationships with staff, members, and allies.
- Ability to meet deadlines and effectively manage multiple tasks.
- Ability to work independently as well as a member of a team.
- Ability to work well in a team-oriented environment.
- An entrepreneurial and creative approach to problem-solving.
- Commitment to the mission of providing affordable homes and supportive services to our state's most vulnerable populations.
- Dedication and ability to work flexible hours.
- Excellent verbal and written communications skills
- Excellent interpersonal skills such as dealing successfully with personnel on all levels in the organization and relates well to contacts outside the organization.
- Interest in and/or history of working for social justice.
- Resilient, versatile, and flexible.
- Strong commitment to CHIRLA's mission of empowering low-income community groups and immigrants
- Strong interpersonal skills, including the ability to successfully relate to community residents.
- Support CHIRLA's fundraising goals including annual fundraising drive and GALA activities.
- Well-organized and detail-oriented, with excellent analytical skills
- Must be able to work efficiently and manage multiple projects at once, which may be at different stages of design and execution.
- Strong commitment to CHIRLA's mission of empowering low-income community groups and immigrants
- Strong interpersonal skills, including the ability to successfully relate to community residents.
- Able to work independently as well as a member of a team.





**Job Title:** Director of Property & Facilities Management

**Salary & Benefits:** \$115,000 - \$124,000

CHIRLA also offers an excellent benefits package, which includes annual paid vacation; additional paid holiday leave in December; employer contribution to retirement account; health, dental, vision and life insurance plans.

**FLSA Classification:** Exempt/Salary, full-time, regular

**Classification:** CHIRLA recognizes a staff bargaining unit affiliated with AFSCME Local 4501. This position is part of management and is **non-union** and not covered under the terms of the collective bargaining agreement.

**Work Location:** On-site presence

**CLOSING DATE OF THIS POSITION:** Position will remain open until filled

**LOCATION:** Los Angeles Headquarters

CHIRLA is an equal opportunity employer and makes employment decisions on the basis of merit and administers all terms and conditions of employment, including recruitment, appointment, promotion, compensation, benefits, transfers, training and educational opportunities without regard to pregnancy, childbirth or related medical conditions, genetic information as defined by the Genetic Information Nondiscrimination Act, race, religion or religious creed, color, gender, gender identity or expression, national origin or ancestry, physical or mental disability, medical condition, marital status, registered domestic partner status, age (40 or older), sexual orientation, HIV/AIDS status, pregnancy or pregnancy-related disability, military or veteran status or any other basis protected by federal, state or local law or ordinance or regulation. **All such discrimination is unlawful.** It also prohibits unlawful discrimination based on the perception that anyone has any of those characteristics or is associated with a person who has or is perceived as having any of those characteristics. All such discrimination is unlawful.

To apply, submit cover letter, resume and three professional references to: [jobs@chirla.org](mailto:jobs@chirla.org)  
Subject Line should read: **Director of Property & Facilities Management**

