Position Announcement
West Denver Renaissance Collaborative Project Manager II
Full-time

The Housing Authority of the City and County of Denver seeks a Project Manager to work on the West Denver Single Family Plus Initiative (“WDSF+”).

The Position
West Denver Renaissance Collaborative (“WDRC”) Project Manager II leads, coordinates, and represents West Denver by working with public agencies, non-profits, foundations, neighborhood organizations, and community members. The WDRC Project Manager II will manage projects in a timely, community informed, and financially sound manner in alignment with the WDRC work plan, project funders and essential organizational operations. The position focus is on the implementation of the WDSF+ initiative and related projects.

Benefit Information
* Accrued paid sick leave (6 hours per month) and vacation leave (8 hours per month for new hires).
* 11 paid holidays per year with an optional paid day off.
* Health insurance, 125 Plan, dental plan, critical illness, accident and vision insurance.
* Group life insurance, short term and long term disability paid by DHA.
* 401(a) pension plan paid entirely by DHA, participation in the 457 Deferred Compensation plan and the ROTH IRA is optional.
* Performance based merit increases and annual adjustment are given depending upon current policy.

Minimum Qualifications and Experience
* Bachelor degree in Business, Economics, Urban Planning, Real Estate or related field.
* Five (5) years relevant experience developing or managing programs in affordable housing development, community-based design or architecture, homebuyer education, community development, single-family lending or other related field.
* Project management experience, budgets, meeting deadlines, and coordinating a multidiscipline team of design and development professionals.
* Community outreach experience. Marketing experience helpful.
* Experience preparing and delivering effective and concise presentations.
* Experience or working knowledge of Adobe products InDesign, Photoshop, Acrobat Pro and the ability to work with mapping programs or ARCGIS, site design and/or programs such as SketchUp.
* Experience working with a board of directors or steering committee.
* Experience developing and executing evaluation and data reporting frameworks.
* Experience working with development, construction, or home financing.
* Experience working with community residents and organizations building consensus and organizing for effective collaborative work outcomes.
* Experience and skills that enable bridging long range goals and outcomes, with targeted implementation efforts and program/design details.
* Experience taking the initiative to advance work, problem solve, or support team members collaborating to meet project needs
* Valid Colorado driver license is required. Eligibility to drive must be maintained in accordance with the Personnel Policy.
* A combination of appropriate education and experience may be substituted for the minimum experience requirements at the discretion of DHA.

Salary Range
$67,665 - $84,582/yr

How to Apply
You may apply for this position in one of the following ways: in person between 8:00 a.m. and 4:00 p.m. at 1035 Osage Street 9th Floor or by faxing your application and/or resume to (720) 932-3005 or by emailing your application and/or resume to hr@denverhousing.org

The application form as well as more information about DHA can be found on our website: www.denverhousing.org.

DHA is an equal opportunity employer. Recruitment will remain open until filled.