



Position: Housing Development Project Manager – (ADUs, Middle Housing)

Location: Hybrid in-person/remote, must reside in the Tahoe-Reno area

Organization: Tahoe Housing Hub Nonprofit Corporation – www.tahoehousinghub.org

Position Type: Full-Time

Salary: Starting at \$110,000 - \$120,00 annually plus benefits, commensurate with experience and qualifications.

Job Overview:

The Housing Development Project Manager will play a crucial role in enhancing workforce housing options in North Lake Tahoe-Truckee by overseeing the development of accessory dwelling units (ADUs). This position involves comprehensive management across multiple phases of the ADU creation process, from feasibility to construction completion. The Project Manager will interact directly with homeowners, government officials, and housing professionals to ensure project success, with potential future responsibilities extending to larger middle housing projects such as multiplexes. This position reports to the CEO.

Work Environment:

- This is a hybrid in-person/remote position, and the candidate must reside in the Tahoe-Reno area to facilitate easy access to project sites and stakeholders.
- The candidate will be required to conduct on-site assessments, meet with homeowners, and engage with local agencies, necessitating reliable transportation and availability to travel within the region.

Key Responsibilities:

Program Administration and Eligibility Screening

- Oversee the initial application screening for eligibility.
- Act as the first point of contact for public inquiries, providing detailed and accurate program information to potential applicants.

Feasibility Analysis

- Conduct remote and on-site property assessments to evaluate suitability for ADU development, including local ordinance compliance, utility connection reviews, and cost driver evaluations.

- Engage with homeowners to understand their needs, financial capabilities, and provide an overview of potential costs and program services.

Design Coordination and Permitting

- Facilitate collaboration between homeowners and Project Professionals such as architects, contractors, and engineers to develop feasible ADU designs.
- Coordinate initial meetings with local planning and building departments, manage permit submissions, and track responses to ensure compliance with all local regulations.

Construction Oversight

- Oversee all aspects of the construction phase, including contractor selection, contract management, and site inspections.
- Manage construction documentation, ensure adherence to contractual agreements, and coordinate project closeout procedures including warranty management and final inspections.

Partnership and Coordination

- Coordinate actively with local land use agencies, including Placer County, Nevada County, Town of Truckee, and the Tahoe Regional Planning Agency and special districts.
- Ensure project goals align with regional planning objectives and comply with local regulations.
- Regularly communicate and collaborate with agency staff to maintain positive working relationships.
- Focus on achieving mutual goals and adhering to relevant codes and standards.

Future Growth and Expansion

- While the initial focus will be on ADUs, the role is designed to expand to include oversight of larger middle housing projects, such as multiplexes, as program goals and funding evolve over time.

Required Qualifications:

- Bachelor's degree in land use, construction management, architecture, engineering, or related field, or equivalent relevant experience.
- At least 5 years of project management experience, preferably in residential development.
- Knowledge of local codes, permitting processes, and ADU regulations in California.

- Proficiency in project management software and databases.

Preferred Skills:

- Specific experience with ADU projects and/or affordable housing initiatives in the Tahoe region.
- Strong network within the development and housing sectors in the Tahoe region.
- Proven ability to collaborate with land use professionals, government agency staff, and regulatory bodies to facilitate project approval and compliance.
- Ability to work effectively with diverse community groups and stakeholders.

Equal Employment Opportunity:

The Tahoe Housing Hub is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.

Application Process:

Interested candidates should submit a resume and three professional references to erin@tahoehousinghub.org. Applications will be reviewed on a rolling basis until the position is filled.