**Title**  
Senior Real Estate Project Manager

**Compensation**  
$70,000 - 80,000 annual salary  
Benefits include a Qualified Small Employer HRA health reimbursement of $350/month; employer contributions to SIMPLE IRA equal to 3% of salary; paid holidays, vacation, and sick leave.

**Status**  
Full-time, regular, salaried, exempt position

**Reports to**  
Executive Director

**Location**  
Hybrid, with at least 50% of time in Bend, OR

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**About Kôr Community Land Trust**  
Kôr Community Land Trust is an award-winning nonprofit affordable homeownership developer with a 50+ unit pipeline. Based in Bend, one of the fastest-growing mid-size city in America, Kôr is committed to providing environmentally sustainable and permanently affordable homeownership opportunities for those who contribute to the fabric of the Central Oregon economy and community. At Kôr Community Land Trust, our team strives to push each other to be our best through transparency and shared-ownership; recognizing that we give our best when we have the flexibility to be our whole selves.

**Position Summary**  
Kôr Community Land Trust is seeking an independent Senior Real Estate Project Manager to lead a growing pipeline of net-zero, affordable homeownership communities in Central Oregon. Working under the direction of the Executive Director, the Senior Real Estate Project Manager is responsible for overseeing and furthering Kôr’s affordable homeownership pipeline. Primary elements of the work include: conducting feasibility studies and directing the entire development process from land acquisition to closings. The responsibilities place an emphasis on the financial aspects of development and require a high level of knowledge with construction budgeting and real estate transactions. Additionally, the Senior Real Estate Project Manager will need to be able to provide solutions and ideas for growth by being resourceful and creative.

**Essential Functions**
- Develop relationships to identify development opportunities.
- Analyze development opportunity sites, prepare financial proformas for deal structuring, oversee entitlement process, and obtain site control.
- Complete feasibility and other due diligence work related to site investigation, including ordering environmental reports, surveys, capital needs assessments, and soils reports.
● Oversee pre-development and development process.
● Develop RFP’s, contracts, schedules, and supervise the team.
● During the construction phase, manage the owner’s contingency fund, evaluate and authorize change orders.
● Assume all project compliance requirements and support senior staff on legal and insurance matters pertaining to all projects.
● Develop and maintain project pro formas, liens, draws, and reporting.
● Oversee the organization’s goal net-zero commitment of its projects by advancing new building technology and managing all sustainable certifications.
● Structure complex financing packages and present them in standardized development and operating pro-formas for use on funding applications
● Supervise all land, loan, and home closings.
● Collaborate with senior staff to support strategic planning initiatives.

 Minimum Requirements
● Demonstrated understanding of real estate economics and financial feasibility, with at least 3 years of experience in financial modeling.
● An undergraduate degree in Real Estate Development or a related field, and/or a minimum of 5 years working in real estate.
● Demonstrated experience managing the development phase(s) of multiple housing development projects simultaneously and completing projects on time and on budget.
● Ability to work independently, make decisions quickly under deadline pressure, and tolerate risk.
● Demonstrated computer skills, including Microsoft Office software, and advanced proficiency in Excel.
● Commitment to serving diverse, low-income communities.
● Valid Oregon driver’s license and reliable transportation.
● Ability to be at the Bend office within 6 months of employment.

 Preferred Qualifications
● A graduate degree or certification in real estate project management or a related field, including but not limited to holding a real estate brokerage license.
● Experience in federal, Oregon state, and Central Oregon local laws, codes and regulations governing affordable housing.
● Experience with federal and state funding sources for affordable housing.
● Experience in sustainable residential development.
● Lived or work experience in housing instability.

 Submission
Submit a one-page cover letter, resume, and 3 references to jobs@korlandtrust.org.
Applications will be reviewed on a rolling basis and the position will remain open until filled. Interested applicants are encouraged to apply early.

Kôr Community Land Trust is committed to employing a diverse workforce. Qualified applicants will receive consideration without regard to race, color, religion, sex, national origin, age, sexual orientation, gender identity, gender expression, veteran status, or disability. We are committed to hiring and supporting those with disabilities through an inclusive work environment and accommodations for visible and non-apparent disabilities. If you need an accommodation, please contact brian@korlandtrust.org.