

Project Manager - Bay Area

Reports to: Bay Area Project Director

Start Date: Immediately



GENERAL DESCRIPTION:

Pacific Charter School Development, Inc. or PCSD (www.pacificcharter.org), a California non-profit public benefit corporation, is the leading developer of charter school facilities nationally. PCSD was founded in 2004 with the mission to create affordable, high-quality facilities for charter schools with high academic results. PCSD works solely with non-profit operators of charter schools – and more than 40% of these operators report having stable, affordable facilities as a leading day-to-day issue and a major investment of their time. Together with operators, we are transforming public education across the country, making college readiness and achievement more tangible for all by allowing school leaders to invest their time and resources where they belong – educating students.

Since 2004, PCSD has developed \$800M+ in total projects, leveraging philanthropy, private financing, and state funding to create 83 campuses serving over 37,000 students across multiple districts and municipalities. PCSD has grown to 25 employees across three regions – Los Angeles, the San Francisco Bay Area, and Washington State – and proudly serves a diverse base of the highest performing charter school networks as well as single-site operators, including KIPP Public Schools, Envision Education, Caliber Schools, Green Dot Public Schools, Bright Star Schools, Ednovate, and many more.

We are looking for a Project Manager to support the development of new charter school facilities in the Bay Area. The Project Manager will be based in or around Oakland, CA and he /she will be responsible for managing and/or overseeing a minimum of 3+ projects, at various stages of development. The Project Manager will ultimately manage all phases of the facilities development process including site selection, due diligence, design development, entitlements, financing support and construction through project closeout. The Project Manager will need to be able to operate independently as well as work as a team member, as they will be responsible for directing and managing the activities of attorneys, architects, engineers, contractors, and other consultants as necessary to complete development projects. The Project Manager will report to the Bay Area Project Director and will work closely with PCSD's Finance Team and Project Management Team to execute on the day-to-day project management activities.

ROLES & RESPONSIBILITIES:

The Project Manager's role will include day-to-day management of his/her Project(s). While previous real estate development experience is a plus, demonstration of ability to quickly learn and solve problems is preferred.

The Project Manager's direct responsibilities may include but are not limited to the following:

Site Selection:

- Work with brokers to identify potential sites and vet sites via site walks with brokers, contractors, architects, and others
- Create preliminary budgets based on square footage and existing structure condition to evaluate site potential for Bay Area Executive Director signoff
- Draft Letters of Intent and necessary contracts for site acquisition
- Obtain client signoff, with board approval, to pursue site; finalize client contracts with operators

Due Diligence:

- Identify necessary environmental and entitlement-related due diligence studies to be conducted on the specific site
- Coordinate bids from multiple vendors for each study, comparing and making recommendations to clients and internally to Bay Area Project Director
- Finalize all reports for later distribution to Lenders, City Agencies, etc.

Design Development:

- Understand PCSD-process for managing design development to ensure "affordable" final product based on client's financial objective (e.g., annual expense per student)
- Source and finalize contract with architecture team, managing day-to-day interaction between architect and client
- Work with architecture team to ensure on-time delivery of work product, particularly tied to key milestones: schematic design, design development and construction documents
- Iterate continually on design scope and affordability, making recommendations to client and architecture team on necessary and "nice to have" features based on overall project affordability

Entitlements:

- Research zoning restrictions on a particular site, flagging whether formal change of use required for school use on-site
- Work with local land use attorney to complete entitlement application (e.g., Conditional Use Permit, Site Plan Review, Variance), identifying timeline risks internally to project team and externally to client
- Lead community outreach process with school support for key stakeholder buy-in; draft and collect Letters of Support, as needed
- Track entitlement process through city, attending Public Hearing and other key meetings with presentation materials (e.g., project boards)

Financing:

- Support PCSD's Bay Area-based finance team in creation of lender package by providing any project-related materials (e.g., project summary, budget)
- Obtain client signoff on lender Letter of Intent and Term Sheet that Finance received

Construction:

- Manage budget and schedule during construction
- Attend regular updates with client on-site
- Run invoicing and change order process between contractor and PCSD, leveraging PCSD construction managers, when available, for expert opinion on change orders
- Review all change orders and ensure budget reconciliation process with Finance Team occurs
- Serve as primary lead for any conflict resolution, leveraging Director if issue escalates

Closeout & Occupancy:

- Ensure completion of punch list walk with contractor and school, as well as final inspections with city, through to point of obtaining Certificate of Occupancy
- Support school in coordinating move-in, providing training day on key systems (e.g., HVAC)
- Managing cross-functional teams, including senior management, in implementation of strategic initiatives (identifying critical issues, scoping initiatives and creating appropriate work plans)
- Defining, conducting and driving appropriate analyses to support strategic initiative execution. Analyses include gathering peer and industry intelligence, conducting interviews and observations, building quantitative models, and creating new tools and processes
- Accessing, analyzing and synthesizing data from various information systems to develop recommendations and plans of action
- Monitoring project progress and resolving or escalating issues to sr. management as appropriate

QUALIFICATIONS:

- Ability to demonstrate strong sense of problem solving (independently overcoming roadblocks and offering “workaround” solutions)
- Effective communication skills, with ability to communicate issues clearly to diverse stakeholders and across a large, cross-functional project team
- Ability to synthesize information from multiple sources and distill the most important takeaways to guide next steps
- Organized, detail-oriented, proven history of excellent performance
- Strong teamwork skills
- Interest in reforming public education; mission-driven
- Bachelor's degree from a leading university required (business, economics, finance, real estate, architecture or engineering preferred); relevant industry experience or graduate degree in management consulting, commercial or charter school lending, real estate development, business, finance, or architecture is a plus.

RESPONSE TO COVID-19:

In response to Covid-19, this position is **temporarily remote**. PCSD employees are instructed to abide by their applicable state and local mandates and work remotely until further notice. Once we are able to return to a general office environment, this position will be based out of our office location in Oakland, CA. Please only submit an application if you are able to commute to our Oakland office on a daily basis once we are able to resume normal operations.

Any applicants should ensure they meet the basic technical skills and have the proper equipment to be effective in a temporary telecommuting environment. PCSD will provide employee with a laptop, including a built-in speaker and webcam for videoconferencing capability, as well as a computer mouse and keyboard. Applicants will need to verify that they have reliable access to the following:

- High-speed, stable internet
- Headset or headphones with a microphone
- Cell phone
- A private, quiet space to work

TO APPLY:

- If interested, please send a resume and cover letter to Kahlmus@PacificCharter.org

Competitive salary and benefits provided based on experience, as well as the opportunity to impact a growing, mission-driven organization that’s committed to the success of low-income students.