

Senior Project Manager - Los Angeles
(Hybrid remote in Los Angeles, CA)
Reports to: Los Angeles 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 \$985M+ in total projects, leveraging philanthropy, private financing, and state funding to create 100+ campuses serving over 43,000 students across multiple districts and municipalities. PCSD has offices in four regions – Los Angeles, the San Francisco Bay Area, Texas, 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.

PCSD is looking for a Senior Project Manager to support the development of new charter school facilities in Los Angeles. The Senior Project Manager will be based in or around Los Angeles, CA and will be responsible for managing and/or overseeing a minimum of 3+ projects, at various stages of development. The Senior 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 Senior 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 architects, engineers, contractors, attorneys and environmental and other consultants as necessary to complete development projects. The Senior Project Manager will report to the Project Director and will work closely with charter school clients, as well as PCSD's Finance and Project Management Teams to execute on the day-to-day project management activities.

PCSD is proud to be an equal opportunity employer and is committed to attracting and retaining a diverse staff. We exist to bring high-quality education to underserved communities, and we strive to reflect the diversity of the communities that we serve. We advance diversity and inclusion in our own hiring, retention and promotion practices for staff and leadership (<https://pacificcharter.org/team>), and we seek to engage and collaborate with other organizations that are making efforts to increase racial and social equity within their own practices.

ROLES & RESPONSIBILITIES

The Senior Project Manager's role will include day-to-day management of project(s) and interfacing with charter school clients. Previous experience in facilities planning and construction and real estate development is required.

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

Site Selection:

- Work with school clients and real estate brokers to identify and evaluate potential sites with the assistance of contractors, architects, and others
- Create preliminary project budgets and schedules, evaluate potential sites and provide recommendation for site feasibility to clients and internal decision-making.
- Draft purchase or acquisition offers, negotiate site acquisition and review contracts for site acquisition

Due Diligence:

- Identify necessary environmental and technical due diligence studies required for the project
- Solicit proposals/bids from consultants, evaluate and make recommendations about consultant selection; negotiate and manage consultant contracts and deliverables
- Review and finalize all reports; coordinate agency reviews as needed

Design:

- Oversee the project scoping and design to ensure affordable final product based on school client's facilities needs and financial objectives
- Negotiate contract with architect, manage project design and interaction between architect and school client
- Work with design team to ensure on-time and on-budget delivery of project, particularly tied to key design and permitting milestones

Entitlements:

- Determine zoning requirements for proposed sites and work with land use consultant to obtain entitlements and assess any risks to the project
- Coordinate community outreach process with school support for key stakeholder buy-in
- Oversee entitlement process, attending public hearings and other key meetings

Budget, Schedule, Financing:

- Manage project budgets and schedules
- Support PCSD's finance team and school client in obtaining project financing

Construction:

- Manage construction bid and award process, including issuing RFP, reviewing bids, and recommending contractor selection
- Manage budget and schedule during construction
- Attend regular construction meetings, visit construction site to assess and ensure construction progress on-site
- Review and approve contractor payment applications and loan draws
- Review, negotiate and approve all change orders
- Serve as primary lead for resolution of issues during construction

Closeout & Occupancy:

- Ensure completion of punch list walk with contractor and school, as well as final inspections and receipt of Certificate of Occupancy
- Support school in coordinating move-in

QUALIFICATIONS

- 6+ years of real estate development experience, including at least 4 years as a Project Manager
- A self-starter who demonstrates ownership of projects from start to finish and is able to achieve independently while leading a project team and coordinating as needed with school clients, colleagues and external stakeholders.
- Strong interpersonal and problem solving skills
- Demonstrated success in managing an interdisciplinary team of professionals to deliver projects on schedule and within budget
- Excellent written and verbal communication, with ability to communicate clearly to diverse stakeholders and across a cross-functional project team
- Organized and detail-oriented
- Bachelor's degree required; relevant work experience or graduate degree in real estate, business, construction, engineering, urban planning or architecture a plus
- Experience developing educational facilities, including State funded projects, a plus
- Interest in improving public education and commitment to PCSD's mission.

HYBRID WORKING ENVIRONMENT

PCSD utilizes a hybrid workforce model. Employees work remotely three days a week and convene at our office in downtown Los Angeles two days a week. Please only submit an application if you are able to commute to our downtown Los Angeles office on a regular basis and to client and/or job sites as needed.

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
- Personal transportation to/from project sites

COMPENSATION

Annual salary of \$130,000. Benefits package including health, dental, and vision insurance as well as 401(k) matching contributions.

TO APPLY

If interested, please send a resume and cover letter to Info@pacificcharter.org