



**Title:** Associate Project Manager  
**Type:** Full-time, Exempt  
**Location:** San Diego

**Apply at:**  
<https://bit.ly/3iA09Hn>

### **Our mission**

BRIDGE Housing pursues an ambitious goal of “quality, quantity and affordability” while meeting the growing demand for affordable housing in high-cost communities.

### **Summary**

The Associate Project Manager manages small affordable housing projects throughout the real estate development process. The APM also has the opportunity to coordinate aspects of larger projects with oversight from senior staff. We are looking for an effective communicator who can coordinate the many aspects of a project across multiple stakeholders.

### **Responsibilities**

- Work with supervisor and Business Development team to identify, detail, and propose new projects
- Work with supervisor, specialist teams, and outreach programs to obtain all required approvals and build public support
- Coordinate external design/construction teams and internal departments through full development process
- Work with Property and Asset Management teams to address physical and financial project issues
- Create and maintain detailed project budget and financing reports
- Manage project costs and document loan and partnership agreements
- Work with supervisor to manage real estate and finance transactions including acquisitions, loan closings, and tax credit equity syndications

### **Qualifications**

- Four years of experience in a relevant field
- Knowledge of affordable housing finance
- Experience working with internal and external stakeholders
- Effective prioritization and organization skills
- Ability to work in a highly deadline-driven environment
- Excellent communication skills

### **Preferred**

- Bachelor's degree in a relevant field
- Familiarity with Southern California real estate
- Experience with energy efficient, sustainable building practices

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*BRIDGE Housing is an Equal Opportunity Employer committed to fostering an inclusive environment for our diverse workforce. We do not discriminate on the basis of race, religion, color, national origin, gender identity, sexual orientation, age, marital status, veteran status, or disability. Pursuant to the California Fair Chance Act, we will consider qualified applicants with arrest and conviction records. Should you need any assistance or accommodation in our application process, please contact us at the phone number listed on our website.*