



**Job Title:** Project & Finance Administrator

**Reports to:** Chief Impact Officer

**Education:** Bachelor's degree in construction management, engineering, planning, architecture, finance, business, real estate development, and/or related field.

**Salary:** \$70,000 - \$80,000

**Position:** Exempt, full-time

**Schedule:** Full-time, occasional evenings & weekends may be required

**Location:** Statewide in Hawaii, Based in Honolulu office

### **About HomeAid Hawaii:**

We are a fast-growing nonprofit developer focused exclusively on building housing solutions for homelessness or at risk of homelessness. Our approach to deeply affordable housing is to reduce the cost of construction through philanthropy, regulatory tools, pro bono labor and volunteer opportunities, and discounted services, materials, and supplies. This approach allows HomeAid Hawaii the opportunity to pass on deep discounts to Hawaii's most vulnerable people in a housing crisis.

Currently, we are the lead developer for the State of Hawaii's Kauhale Initiative and Maui Wildfire Housing response. Our approach to development is rooted in balancing construction with community engagement.

Our mission is to help people experiencing homelessness, or who are at risk, build new lives through construction, community engagement, and education.

### **Job Description:**

The Project & Finance Administrator supports core business operations of advancing housing solutions with a focus on financial, contractual, risk and compliance deliverables needed to move projects forward. The Administrator will support the project teams in making sure vendors, contractors, and partners comply with legal and contractual requirements. The Administrator will further support with tracking and coordinating project activities, managing schedules, reports, and files, and ensuring project deliverables are completed on time and within the budget.

The successful candidate will be able to break projects into tasks, create workflows, analyze risks, and provide legal documentation for the team. This candidate will also have strong organizational skills, be proactive and thoughtful of connecting with target audiences in delivering tasks and results, and support the team with strong writing and communication to various stakeholders while representing HomeAid Hawaii's brand.



## Duties & Responsibilities:

### Administrative Supports:

- *Contract Management & Compliance:* Captures the scope of work for each housing development and produces form contracts between HomeAid Hawaii and its clients, contractors, and vendors. Ensures contract compliance and reporting is executed in a timely manner. Coordinates between the Federal, State, and County governments to ensure needed regulatory requirements are prepared, complete, and followed through in accordance with the development timeline and budget plans.
- *Risk Management:* Ensures HomeAid Hawaii meets all risk mitigation requirements set forth by its leadership and contract obligations by working in close partnership with its Insurance Agent and Legal Counsel. Obtains backup of Insurance Certificates from all contractors and vendors per project. Produces documentation and memos, reports, and minutes that are organized and filed as official records of project planning and implementation. Ensures any risk filing is supported and managed.

### Project Management Administration:

- *General Project Management Assistance.* Provides support to the project team as needed in connection with various new construction and rehabilitation transactions including: maintenance of accurate and up-to-date files for projects; processing, tracking and following up on documents and letters; internal document review; management of departmental checklists; coordination with internal staff; management of relevant consultants; coordination of design teams, plan submittal to municipalities and consultants, and obtaining clearances during the plan check process; and assistance with decision memos and board presentations
- *Site Due Diligence.* Supports predevelopment desktop assessments on potential sites deemed generally viable for development purposes. Due diligence review includes reviewing preliminary title reports, evaluating infrastructure, estimating market values through comparable sales analysis, visiting and photographing sites and adjacent areas, assessing ability to obtain entitlements for contemplated projects in the context of local general plan and zoning designations, and assisting HomeAid Hawaii's Community Relations and public outreach contractors to ensure that local approvals and neighborhood acceptance of proposed housing development projects occur.

### Financial Management:

Supports the team with processing and allocating billings according to various contracts. Works with the accounting and philanthropic teams to ensure budget reporting is validated, accurate,



and reflective of the true project cost.

- *Budget and Cashflow.* Supports the creation of project budgets and cashflows and manages them by gathering financial information.
- *Draw Assistance.* Assists with preparation, maintenance and submitting funding draws to various financial institutions throughout the various phases of development, including government and private sector partners.
- *Value Engineering.* Identifies and supports collaborations with supply chain networks that aid in the organization's value engineering of reduced costs and increased savings to the housing development process. Assists with negotiating costs and developing mutual agreements that support the organization's operations to be a cost-efficient developer. Capture deep discounts in HomeAid reporting requirements and systems.

#### Program Development:

- Utilize skills and talents to build the organization's nonprofit mission of alternative housing and communities that are deeply affordable, cost-efficient and reasonable, aesthetically comfortable yet functional, sustainable and rooted in culture.
- Support HomeAid Hawaii to conduct recruitment events for builders, suppliers, contractors, and trades for construction and development of housing Statewide. Supports the development of relationships across the industry through engagement opportunities across HomeAid Hawaii projects.
- Supports the team in the development of HomeAid Hawaii's Project Management practice, including standard operating procedures, staffing, annual budget, and policies.

#### Other Duties and Responsibilities:

- Performs other related duties assigned to meet the needs of the organization

#### Minimum Job Qualifications:

- Bachelor's degree in any of the following fields: Construction Management, Engineering, Planning, Architecture, Finance, Business, Real Estate Development, Engineering, Planning and/or related field. Education in other fields of study would be acceptable combined with appropriate work experience.
- Minimum of two (2) to three (3) years of related experience with construction project administration, accounting, budget management, and estimation.



- High degree of organizational skills: ability to self-start, multi-task; take direction from multiple sources, manage technical details, organize data and information between multiple systems with various stakeholders.
- Ability to prioritize, and manage multiple, competing priorities with many variables in a deadline-driven setting.
- Skilled at establishing and cultivating strong relationships, both across different levels of organization and externally
- Excellent written and oral communication skills
- Must be a team player, demonstrate common sense, flexibility, and ability to exercise independent judgement.
- Ability to solve problems and make decisions independently. Refers difficult questions and unusual situations to supervisor.
- Ability to adapt or modify processes in response to changing circumstances.
- Experience utilizing Microsoft Office applications such as Word, Excel and PowerPoint.
- Maintain valid Hawaii Driver License and State-mandated Auto Insurance.
- All candidates must pass a background check before being hired.

#### **Additional qualifications that would be a plus**

- Technical experience in matters related to affordable housing development such as residential architecture, finance, planning, construction, etc.
- Experience with accounting software such as QuickBooks.
- Experience with web-based worksheet tools such as Smartsheet.
- Experience with web-based data management tools such as SharePoint.
- Experience and ability to develop programs and coach staff.

#### **Physical Requirement:**

- Ability to sit at a desk and use a computer for extended periods of time.
- Occasional standing, walking, bending, reaching, and lifting of light office items up to 25 lbs.
- Ability to operate general office equipment such as computer, printer, photocopier, scanner, phone system, postage meter, etc.
- Hand-eye coordination and manual dexterity to use office equipment and handle paperwork.
- Visual acuity to read printed and electronic documents and computer screens.
- Must be articulate. Must have professional listening and speaking communication capabilities both in person and electronically.



- Must be willing to travel throughout the State of Hawaii occasionally for site feasibility and planning and construction management purposes.

**Benefits:**

- 100% Employer paid Medical, Dental, and Vision.
- Thirteen (13) paid annual State of Hawaii holidays.
- Sixteen (16) paid days per twelve (12) months, which begins accumulating from the first month of employment for vacation and sick leave.
- 401k Retirement Plan with discretionary employer match of up to 4% following probationary period.
- Flex healthcare spending plan.
- Company cell phone.
- Hybrid work, with respect to needs of the team.
- Company paid professional development certifications.