



### Senior Project Administrator/Executive Director of AACC

**About African American Cultural Center:** AACC is a community-based initiative to establish a distinguished hub for the African American Community in Silicon Valley. AACC is the City's first Black-owned non-profit community development entity and is establishing itself as the pre-eminent developer of affordable housing and distinguishing community spaces. Its Signature Project will be the first project undertaken by AACC in partnership with First Community Housing and the African American Community Services Agency.

**Position Description:** The Senior Project Administrator/Executive Director (SPA/ED) manages and directs the day to day business of the AACC, the developer of a mixed-use development housing the new African American Community Services Agency, a clinic, and affordable housing in San Jose, CA. The position is responsible for supervising and developing a new staff of project manager(s), consultants, interns, as well as overseeing all stages of organizational operations. This includes professional, administrative, and managerial work planning, organizing, and managing of development activities and consultants related to the design, financing, and new construction of AACC's real estate development projects.

The SPA/ED will oversee the development of AACC's pipeline projects. Given the existing growth opportunity of the organization and the vision required to grow an organization, this SPA/ED will work collaboratively with the Board of the AACC as well as play a substantial role in engaging and gathering feedback from African American stakeholders throughout Silicon Valley. Work may encompass projects in varying stages of development and will include large, technically complex housing and mixed-use projects such as the AACC's Signature Project. This position works under direction of the AACC Board of Directors and acts independently to manage projects and supervise staff.

This position reports to the Board of Directors and is the liaison between the development organization and the Board's advisory role in all facets of the development of the African American Cultural Center Project. This is a position geared toward individuals interested in a career in nonprofit management and community development, possessing skills enabling them to participate in a variety of community-based real estate development activities, including multi-use service center projects. Experience in large-scale, mixed-use real estate development is ideal, but not required. The SPA/ED is a visionary leader with the ability to implement a strong vision for accelerated growth. It is expected this position would undertake accelerated Housing Development training as part of a new cohort of leaders in community-based, affordable housing development.

### Leadership Responsibilities

- Provides technical and administrative support to staff of the AACC and Board of Directors.
- Promotes strong relationships between the AACC Board of Directors and AACC Staff, and external stakeholders.
- Develops standard operating procedures for the department including standardized proformas and file organization.
- Other job duties and projects as assigned.

### Supervisory Responsibilities

- Supervises project management staff on all aspects of project development.
- Hires, trains, mentors, evaluates and disciplines assigned staff.
- Ensures new staff receive comprehensive training.
- Meets regularly with the Board of Directors, supports professional development and ongoing work.

### Project Management Responsibilities

- Oversees and coordinates with support of Project Administrator all stages of project development.
- Develops and manages relationships with federal, state and local funders, government agencies, community and neighborhood groups, development partners and industry professionals.
- Represents organization before government agencies, planning and zoning commissions, city council, and other community meetings to garner critical support and governmental approvals for potential projects.
- Oversees and monitors progress through project completion of development team members including architects, engineers, contractors, legal counsel and financial consultants.
- Develops or oversees schedules for project completion.
- Develops detailed financial analyses and budgets and provides regular reports as required.
- Researches new project opportunities.

Reports to:

AACC Board of Directors

### Experience

- Board stewardship and community outreach experience
- Experience with fundraising/development goals and strategies
- Excellent written, verbal communication, and presentation skills with keen attention to detail;
- Non-profit management experience a plus;
- Experience with affordable housing development, mixed use, and multi-family experience is a plus
- Bachelor's Degree or a combination of education & relevant experience.

Desired Skills:

- Integrity and commitment to AACC's mission, vision, and values;
- Ability to self-direct and prioritize among competing goals, exhibit flexibility, and drive results in a fast-paced, entrepreneurial environment;
- Excellent communication and organization skills

Compensation and Benefits:

- Highly competitive benefit package (health, dental, vision, 401(k), FSA, generous paid holidays and time off)
- Compensation will be commensurate with experience (starting at \$110,000).

To apply please send a cover letter and resume to Jose J. Lujano at [JoseL@firsthousing.org](mailto:JoseL@firsthousing.org)

*AACC is an equal opportunity employer to all regardless of race, color, national origin, ancestry, sex, marital status, disability, religious or political affiliation, actual or perceived gender identity, age or sexual orientation. FCH is committed to diversity, equity, and inclusion and our goal is to have a workforce that is representative of the communities that we serve.*