



## **Project Manager**

### **JOB DESCRIPTION**

**Classification:** Non-Exempt

**Department:** Development

**Reports To:** CEO

**Revised:** 04/21/2026

### **About Prospera**

Prospera has been empowering families since 1993 by providing safe, high-quality affordable housing with support services to those in need. As a mission-driven, values-based nonprofit, Prospera is committed to fostering family stability and a strong sense of community by addressing individual needs.

At the heart of our work are our core values: integrity, accountability, excellence, commitment, dignity, fairness, and respect. These core values are our guiding principles and shape everything we do, from how we serve our residents, to how we support one another as a team.

At Prospera, every team member plays a vital role in advancing our mission. We welcome passionate individuals who are ready to make a meaningful difference in the lives of others.

### **Position Summary**

The Project Manager is responsible for planning, directing, and coordinating complex projects related to Property Development and organizational initiatives. This role oversees all phases of project execution—from initial planning through completion—ensuring projects are delivered on time, within scope, and within budget. The Project Manager serves as the primary point of contact for stakeholders and provides leadership across cross-functional teams.

### **Essential Job Duties/Responsibilities**

- \*Lead and manage multiple projects simultaneously from initiation to completion.
- \*Oversee all phases of project development, including predevelopment, securing financing, closings, and ongoing compliance with funding requirements.
- Serve as the main point of contact for all project-related communication.
- \*Build and maintain strong relationships with interested parties including but not limited to Architects, Engineers, Lenders, Investors, Legal Counsel, and various internal and external stakeholders.



- \*Provide leadership to ensure effective communication and coordination across all project participants.
- \*Establish project timelines, milestones, and deliverables; monitor progress and adjust as needed.
- \*Develop and implement project communication plans and provide regular status updates to stakeholders.
- \*Oversee due diligence processes and complete development funding applications, such as Low- Income Housing Tax Credit (LIHTC), Federal Home Loan Bank Affordable Housing Program (FHLB AHP), Home Investment Partnerships Program Funding, and other city, state, and federal funding applications.
- \*Ensure compliance with company policies, regulatory requirements, and industry standards.
- Perform other duties as assigned.

### **Knowledge/Skills/Abilities – General Performance**

- \*Strong leadership and team management skills.
- \*Excellent verbal and written communication skills.
- Experience with Geographic Information Systems (GIS) software for site identification and mapping.
- \*Strong interpersonal and relationship-building abilities.
- \*General understanding of real estate development financial proforma.
- \*Excellent organizational skills and attention to detail.
- Advanced time management skills with the ability to meet deadlines.
- \*Strong analytical and problem-solving abilities.
- \*Ability to prioritize tasks and delegate effectively.
- \*Proficiency in Microsoft Office Suite and project management tools.
- Ability to quickly learn and adapt to project-specific requirements.

### **Additional Responsibilities**

- Work with cross-functional project teams, including internal staff and external partners (e.g., contractors, architects, engineers).
- Assigns tasks, sets expectations, and monitors team performance to ensure project goals are met.
- Coaches, mentors, and supports team members to promote professional development and high performance.
- Participates in hiring, onboarding, training, and performance evaluations of project staff, as applicable.
- Ensures accountability, productivity, and adherence to company policies and project standards.

\*Essential Job Functions-ADA



### **Education & Experience Required**

- Bachelor's degree required (Business, Urban Planning, Finance, Real Estate Development or related field preferred).
- Minimum of 3–5 years of project management experience (preferably in property development, construction, or related industry).
- Experience managing multiple projects simultaneously.
- Valid Class "C" Texas Driver's License.

### **Communication Required**

- Fosters a positive work environment embracing the Mission and Core Values of Prospera (*Integrity, Accountability, Excellence, Commitment, Dignity, Fairness and Respect*).
- Bilingual (English/Spanish) preferred, but not essential.

### **Physical and Mental Requirements**

- Frequently sitting, standing, and walking.
- Ability to lift or move up to 30 lbs occasionally.
- Occasional exposure to outdoor weather conditions.
- Moderate noise level in work environment.
- Occasional travel (local and/or out of town) may be required.
- Schedule may include evenings and weekends as needed for meetings and project demands.



The job description is intended to describe the general nature and work responsibilities of the position. This description and the duties of this position are subject to change, modification or addition as deemed necessary by the company. Employees are required to comply with supervisory instructions and perform other job duties, responsibilities and assignments required by company officials. This job description does not constitute an employment contract between the company and the employee. The job responsibilities of this position may include cross-training in other functions to ensure satisfactory operation.

I have read the above job description, understand its contents and have had an opportunity to discuss with my supervisor or hiring manager. By signing below, I agree I understand what is expected of me and can comply with all requirements of this position.

---

Print Employee Name

---

Employee Signature

---

Date

---