



## **Job Announcement: Project Manager**

SouthEast Effective Development (SEED) is a nonprofit organization founded in 1975. SEED's mission is to improve the quality of life in Southeast Seattle by creating partnerships and inspiring investments in housing, arts, and economic development - with a special focus on residents with fewer opportunities and resources. SEED works in three key areas: affordable housing, arts and culture (SEEDArts), and economic development. Visit our [website](#) for more information.

SEED owns a real estate asset portfolio valued at \$134M, which includes 16 properties consisting of nearly 1,000 affordable apartments, an administrative office building, and three buildings dedicated to the Arts and operated by SEEDArts (a department of SEED). SEED is also an active developer of new buildings, helping to meet the need for affordable homes throughout Southeast Seattle. SEEDArts manages Rainier Arts Center, Columbia City Gallery, SEEDArts Studios, and a public art program. Through economic development, SEED works to equitably build economic opportunities.

2026 is a dynamic time at SEED, building on our recent successes. In the past two years, SEED has raised over \$16 million to acquire and preserve both affordable housing and arts space. We launched an annual fundraiser, celebrated our 50th anniversary, and expanded programs to serve low-income residents. Our 2023-2027 strategic plan, grounded in race and social justice, informs the long-term strategies and day-to-day tactics of SEED's work.

### **About the position**

SEED is seeking a smart and well-organized Project Manager. The ideal candidate will have property management experience and strong skills in work-plan management and progress tracking. The project manager will prepare and present updates regularly to relevant management channels, ensuring that our goals for efficiency are being achieved. This position will coordinate internal and external resources, ensuring that projects and properties remain within scope, schedule, and budget. Liaise with other managers, support staff, and tenants to define project requirements, scopes, and objectives that align with organizational goals and then implement, which includes implementation of strategies for rent collection and occupancy. Analyze project progress and, when necessary, adapt scope or timeline to achieve optimal results. Help build the skill sets of team members and share learnings with other employees. And achieve organizational goals while adhering to standards and best practices. Assist with the activity calendar for SEED properties. Other duties as assigned.

The annual pay range for this full-time position is \$62,000 – \$65,000 and includes a full benefits package.

### **Responsibilities**

- Ensure that all aspects of a project are organized and in conformance with timeline and deliverables requirements.
- Develop and maintain project performance database that tracks overall progress and achievement of milestones.

- Assign and monitor resources effectively to boost project and/or property efficiency and maximize investment output.
- Report project risks and outcomes to appropriate management channels and escalate issues accordingly.
- Assist with coordination of activity calendar.
- Assist with coordination of rent collection strategies.
- Assist with coordination of occupancy strategies.
- Serve as point of communication between Director of Asset and Property Management and internal/external partners.
- Deepen partnerships with outside resources.
- Other duties as assigned.

### **Required Qualifications**

- Three or more years of project management/coordination experience.
- Demonstrated track record of measurable project management success.
- Strong written, verbal, and presentation skills.
- Strong organizational skills.
- Experience in coordinating teams and external partners.
- Ability to work with all levels of management.
- Passion for strengthening communities.
- Ability to work with minimal supervision – self-motivated and confident.
- Ability to handle multiple projects simultaneously.
- Desire to work as part of a team and willingness to promote SEED’s work.
- Willingness to work out of SEED’s headquarters in the vibrant Columbia City neighborhood as well as SEED affordable housing properties located throughout Rainier Valley in Southeast Seattle. Monday-Friday onsite work week. Remote workdays may be granted upon request and infrequently.
- Commitment to racial justice and equity.
- Ability to work well with people from all backgrounds, including high-level government executives, local community organizations, funders, and Southeast Seattle residents.

### **Desired Qualifications**

- BA/BS degree in a related field
- Experience with Yardi or another Property Management software
- Maintenance or construction management experience
- Experience with government contracts
- Three or more years of property management experience
- Experience with project management software

### **To Apply**

Send a cover letter and resume to: [slundgaard@seedseattle.org](mailto:slundgaard@seedseattle.org). Please put “**Project Manager**” in the subject line. This position is open until filled; applications are reviewed on a rolling basis.

SEED is an equal opportunity employer and does not discriminate on the basis of race, national origin, gender, gender identity, sexual orientation, protected veteran status, disability, age, or other legally protected status. People of color, Native and Indigenous people, LGBTQIA+ people, people with disabilities, and other individuals who bring critical perspectives from historically marginalized communities are strongly encouraged to apply.