

**Montgomery County Coalition for the Homeless Seeks Director
of Real Estate for Affiliate, Coalition Homes, Inc.
Rockville, Maryland**

Coalition Homes, Inc., an affiliate of the Montgomery County Coalition for the Homeless, is a nonprofit housing development organization creating permanent housing for formerly homeless individuals and families. The goal of Coalition Homes is to help eradicate homelessness in Montgomery County by owning and operating housing for formerly homeless households.

Essential Duties and Responsibilities:

The Director of Real Estate for Coalition Homes is an experienced affordable housing development and property management professional with a graduate degree, or minimum of 5 years experience with a relevant professional certificate in the field. The responsibilities of the Director of Real Estate require the ability to meet the diverse demands of the position, while maintaining a strong commitment to the social goals of special needs housing combining permanent housing with supportive services. The director will supervise two staff and be responsible for an annual budget in excess of \$800,000.

Property Management Qualifications:

The candidate must have 2 years direct experience in residential property management, encompassing:

- Accounts payable, accounts receivable, general ledger, annual budgeting and budgeting variance reports
- Tenant certifications and re-certifications typical of tax credit or Section 8 affordable housing
- Compliance reporting and site audits
- Procedures for rapid lease-up
- Tenant relations
- Maintenance procedures
- Contracting for turnovers and routine property services
- Application of fair housing laws
- Organization of tenant files and property binders
- Workable calendar for unit inspections, delinquency procedures and preventative maintenance

Housing Development and Asset Management:

The candidate will be the asset manager for our housing portfolio units and be responsible for a small-scale acquisition program. The candidate must be self-directed and collaborative with the capability to:

- Assess, recommend and select properties for acquisitions; assess internal and external real estate opportunities and risks.

- Produce annual operating budgets, and review budgets. Work with Chief Financial Officer on a range of budget, loan compliance and audit responsibilities.
- Fulfill a range of housing asset management responsibilities, including oversight of replacement reserves and long-term property capital needs.
- Assist with oversight of third party property management on select projects.
- Negotiate rent levels and annual rent increases with HUD, the Montgomery County Housing Opportunities Commission and other public funders based on prevailing rent levels in market.
- Negotiate major repair projects, or oversee bidding activity conducted by third-party property management; review. Revise and approve contract documents.
- Represent the ownership's interest on insurance claims, regulatory compliance issues and lender monitoring inquiries. Supervise the work of outside professional consultants as necessary.
- Participate in Coalition Board meetings through written and oral presentations.
- Work with attorney, consultants and lenders to review loan documents and regulatory agreements; assist in drafting professional agreements.
- Seek and plan new opportunities to expand the supply of Coalition Homes' housing portfolio, including developing partnerships in the for-profit and non-profit housing sectors.

Desired Qualifications:

- Knowledge of condominium and homeowners association practices
- Experience in local government or non-profit community development
- Experience with property management software
- Skills and experience in the low income housing tax credit; construction cost estimating and bidding; construction management; architecture or urban planning; or real estate law
- Conversational Spanish

Please e-mail your resume and cover letter to jobs@mcch.net (type Director of Real Estate-CH in subject space).