

Affordable Housing Project Manager

–Special Projects–

Job Description

Mi Casa Inc. is a non-profit affordable housing developer based in Washington, DC, with a mission to preserve and provide affordable housing and to sustain strong, diverse communities. Our vision is a world where housing is a human right and where everyone has equitable access to housing in diverse and vibrant communities. Mi Casa's Housing Programs focus on development strategies to prevent the displacement of low-income communities; in particular, communities of color, Latino and other immigrant communities. Mi Casa preserves existing and produces new affordable housing through Mi Casa-owned (and self-managed) rental housing, facilitating cooperative ownership of affordable multi-family buildings under the Tenant Purchase (TOPA) law, and providing ongoing support to co-ops through post-development technical assistance and asset management training and free training and information sharing through Mi Casa's Co-op Academy.

The Mi Casa seeks an experienced Project Manager (PM) to advance Mi Casa's housing development goals and manage special projects, including Mi Casa's affordable rental buildings in development. The PM works in a team of 4 to 5 employees and 2 – 3 consultants working together to manage a variety of affordable housing projects. The PM reports directly to the Director of Mi Casa's Housing Development Department. As a key member of the department, the PM provides experienced project management, able to manage projects effectively from start to finish with minimal supervision. The PM for Special Projects will work closely with the Director and with other project managers to provide guidance and mentorship with the goal of effective, timely implementation of annual and multi-year work plans for housing development, technical support, and program growth. The ideal candidate will be highly skilled in their ability to provide consistent, organized management of project implementation plans—able to design and implement projects effectively on time and on budget. The ideal candidate will have thorough knowledge of affordable housing development finance, project management and timeline management (soft and hard skills), and the ability to work effectively in collaborative teams.

The Project Manager for Special Projects will:

- Directly manage and advance projects owned and developed by Mi Casa, as well as other critical projects as needed.
- Provide expertise and guidance to project managers, especially in areas of housing development finance, pro forma review, and managing multiple development projects and timelines.
- Maintain working knowledge of all Mi Casa's housing development projects and provide knowledge, support, and mentorship to aid projects in moving forward, particularly in the area of housing development finance.
- Facilitate tools and recommend training and processes for the consistent tracking of projects for the Department.
- Participate in regular meetings with staff to share information, problem-solve to resolve issues, offer support and expertise in project development.
- Negotiate and manage consulting agreements and contracts related to Mi Casa's project development.
- Provide leadership during all phases of development—including project start up/ feasibility, financing and due diligence, coordination with residents, construction/ renovation, and stabilization/ close out.
- Represent Mi Casa's mission and values and provide a high degree of professionalism both internally and externally.

- Track and manage income and expenses related to the budget projects to ensure that they remain within budget, work with Housing Development Director to make financial projections based on expected work plans and timelines, raise issues when variances are expected or occur, and coordinate with the Finance and Accounting Department.
- Participate in orientation and training of new staff, and work with the Director to evaluate staff performance and provide support for professional goals and staff development on an on-going basis.
- Participate in and provide support for Mi Casa's housing development-related training programs—both training for co-ops in development and Mi Casa's Co-op Academy.
- Participate in fundraising, PR and advocacy activities related to support for the Department and overall support for the organization, provide reporting as needed.
- Other areas as needed, including helping to ensure that Mi Casa's procedures and processes are running smoothly to best support our Housing Development work.

The ideal candidate must have the following experience, skills, and qualifications:

- Minimum of two to three years or equivalent experience in affordable housing development in low-income communities
- Commitment to Mi Casa's mission and ideas of social justice and change and the belief that all people, regardless of background or income, have the right to affordable housing and the capacity to become informed decision-makers
- Significant experience in creating and tracking development pro formas, affordable housing financing, program and project budget tracking, and utilizing program tracking software (high level of ability in Microsoft Excel, familiarity with other programs)
- Familiarity with the DC housing market and DC neighborhoods, and Tenant Opportunity to Purchase Act (TOPA) preferred
- Knowledge of unique ownership structures such as limited equity cooperatives preferred
- Strong experience in working with people of all backgrounds, working collaboratively w/ diverse teams
- Excellent communication and team management skills that enable the member of the department to work together and make decisions on a variety of projects with significant outside pressures
- Ability to build effective external relationships, experience providing external representation with outside agencies to ensure a consistent and high degree of professionalism
- Willingness and ability to work flexible hours including nights and weekends offset by comp time
- Must have own or dependable transportation to commute between project sites
- Bilingual speaking ability a plus—Spanish/English, Amharic/English, and/or French/English

Benefits:

Mi Casa offers a competitive benefits package including: Health insurance plans (individual and family coverage), employee match retirement savings flexible spending accounts, comp time, mileage reimbursement, progressive vacation time, birthday/staff celebrations and cook-outs. Familial work environment. Salary commensurate with experience.

Mi Casa is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, sex, sexual orientation or identity, religion, marital or family status, disability, age, or political beliefs.

Apply through Indeed:
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