

Housing Development Manager Job Description

Mi Casa, Inc. is a 30-year-old non-profit affordable housing developer based in Washington, DC, with a mission to preserve and provide affordable housing, sustain diverse communities, and prevent displacement of low-income residents. Mi Casa achieves its mission through developing for-sale and Mi Casa-owned and managed rental housing, facilitating tenant purchase and development of affordable multi-family buildings, and providing training and post-development technical assistance to co-ops on asset management training and other topics.

The Mi Casa **Housing Development Manager (HDM)** is a senior programmatic position engaged in achieving Mi Casa's housing development goals. The Housing Development Manager supervises 3 to 5 employees and 2 – 3 consultants working together to manage a variety of affordable housing projects. The Housing Development Manager reports directly to the Deputy Director, who oversees Mi Casa's Housing Development Department. As a key member of the department, the HDM works as a manager of project managers as well as a senior project manager, directly managing key projects. The HDM works closely with the Construction Manager and with project managers to provide guidance and ensure effective implementation of plans to meet annual and with the senior management team to establish multi-year goals for housing development, technical assistance and training, and program growth. This includes managing the consistent and organized implementation of development plans with great attention to detail—including project timelines, financial pro formas, working through roadblocks, tracking and reporting, and building and sustaining relationships related to the success of the department. The Housing Development Manager works to develop a sense of comradery between department staff, and between the department and the rest of the organization, and to promote the shared values of the organization and the Department. The HDM also serves as one of several managers within Mi Casa and works to promote effective cross-department communication and information sharing.

The Housing Development Department has several functions:

- Managing and tracking project management of Mi Casa's Housing Development projects, including but not limited to Mi Casa-owned rental housing, for-sale homes, and tenant ownership and development of affordable multi-family buildings
- Developing, implementing, and advancing affordable housing development projects through all phases of development (pre-development, construction, stabilization)
- Developing and managing plan to provide training, technical assistance and other support to tenant associations and co-ops during all phases of development (pre-purchase, pre-development, construction, and post-development technical assistance and asset management training) and free training through Mi Casa's Co-op Academy.

The Housing Development Manager will:

- Maintain intimate knowledge of the status of Mi Casa's housing development projects and the people involved on an on-going basis—and ensure that projects are continually moving forward.
- Provide guidance and mentorship to project managers through all phases of development.
- Provide senior project management expertise through direct management of key projects.
- Provide guidance on day-to-day, time-sensitive project matters to project managers and other key project contacts.
- Facilitate the use of project management tools to achieve consistent tracking of projects.
- Track project benchmarks, staff time-allocation and workload, and coordinate hiring of new project management and support staff, negotiate and manage contracts with consultants and development team members for the Department.

- Evaluate staff performance and with the Deputy Director provide support for professional goals and staff development on an on-going basis.
- Contribute content to Mi Casa's housing development-related training programs
- Represent Mi Casa's mission and values externally and maintain excellent relationships with Mi Casa's partners in achieving its mission and programs.
- Track, manage, and report on project benchmarks and related earned income.

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

- Minimum 3 to 5 years managing projects in affordable housing development; experience with all phases of housing development (from concept through predevelopment and construction to completion).
- 2 or more years' experience in program management in the community development field (including supervising staff members) and/or comparable experience that demonstrates these skills.
- Commitment to Mi Casa's mission, equity, justice, and the belief that all people have the right to affordable housing and the capacity to become informed decision-makers.
- Significant, demonstrable experience in creating and tracking development pro formas, affordable housing financing, program and project budget tracking,
- Significant, demonstrable experience utilizing project management and/or timeline tracking software (high level of ability in Microsoft Excel required, familiarity with other programs desirable).
- Excellent decision-making and problem-solving skills, ability to quickly identify and resolve issues.
- Familiarity with the design process and construction, preferably renovation experience.
- Familiarity with the DC housing market and DC neighborhoods (required).
- Excellent communication and team management skills.
- High level of attention to detail with the ability to stay focused on the big picture.
- Ability to build effective external relationships with a high degree of professionalism.
- Willingness and ability to work flexible hours including some nights and weekends offset by comp time.
- Reliable transportation / ability to commute between project sites required.
- Bilingual speaking ability (Spanish/ English) preferred. Amharic and/or French language ability a plus.
- Familiarity with the Tenant Opportunity to Purchase Act (TOPA) and/or Co-ops a plus.

Benefits:

Mi Casa offers a competitive benefits package including: Friendly, flexible, hybrid work environment; health insurance plans (individual and family options), employee match retirement savings flexible spending accounts, comp time, mileage reimbursement, mobile and in-office workstations, progressive vacation time, staff cook-outs.

Salary is negotiable and commensurate with related experience and accomplishments.

We're an equal opportunity employer

All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status.

APPLY