

Housing Development Manager Job Description

Mi Casa, Inc. is a 26-year-old non-profit affordable housing developer based in Washington, DC, with a mission to preserve and provide affordable housing to promote diverse, sustainable communities. The goals of the Housing Development Department are to implement the values and mission of the organization through the production of new and preservation of existing affordable housing, in order to promote and sustain diverse communities and prevent displacement of low-income communities; in particular, communities of color, Latino and other immigrant communities. The Mi Casa Housing Development Manager (HDM) is a key programmatic position in achieving that mission. 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, and who reports to the Executive Director.

The Housing Development Department has several functions:

- Developing affordable housing through for sale and Mi Casa owned rental housing
- Facilitating tenant ownership of affordable multi-family buildings under the Tenant Purchase (TOPA) Program, by managing co-operative development, 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.

Program and Project Management

The Housing Development Manager is a key position that ensures that Mi Casa’s affordable housing development programs operate with consistent values and work ethic that uphold Mi Casa’s mission and strategic goals. The HDM ensures that projects are moving forward and reports regularly to the Deputy Director, who is responsible for overseeing the Housing Development Department. As a key member of the department, the HDM works as a senior project manager, and works closely with other project managers to provide guidance and ensure effective implementation of plans to meet annual and multi-year goals for housing development, technical assistance and training, and program growth. This includes the consistent and organized management of implementation plans--and ensuring that project managers develop and follow plans effectively—including project timelines, development strategies and financial pro formas, reporting mechanisms, and relationships related to the success of the department. The Housing Development Manager works to develop a sense of comradery between department staff 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 create and sustain effective communication, reporting, and functional relationships across departments.

Support, Orientation, and Management of Program Staff and Consultants

The primary function of the Housing Development Manager is to provide experienced guidance and mentorship to the staff who directly manage projects. This requires direct involvement in projects and project management. The Manager provides support to project managers in a number of ways, including:

- Facilitating regular meetings with staff to check project progress, sharing information, and problem-solving to resolve issues.
- Providing guidance and mentorship to project managers-in-training.
- Providing guidance on day-to-day, time-sensitive project matters. The Housing Development Manager needs to be available to respond to requests for guidance from project managers on a daily basis.

- Providing support for working with limited equity co-ops
- Providing guidance and support on Mi Casa's housing development-related training programs--both training for co-ops in development and Mi Casa's Co-op Academy
- Supervising hiring of new project management and support staff, and negotiating and managing agreements with consultants for the Department.
- Managing orientation of new staff, evaluating staff performance, and providing support for professional goals and staff development on an on-going basis.

Representing the Program and Mi Casa

As a key Mi Casa staff member, the Housing Development Manager is expected to represent Mi Casa's mission and values externally as needed, to participate regularly in external events, and to ensure that outside agencies' experience a consistent and high degree of professionalism when working with Mi Casa staff regardless of who is the project manager.

Other Areas of Responsibility:

- Track and manage income and expenses related to the budget for the programs within the department to ensure that they remain within budget, 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 fundraising activities related to support for the Department and overall support for the organization, and provide on-going reporting as needed; and participate in PR, advocacy, and other events that promote and build support for Mi Casa's work.
- Other duties as required

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

- Significant experience in creating and tracking development pro formas, affordable housing financing, and utilizing program tracking software (high level of ability in Microsoft Excel, familiarity with other programs)
- Knowledge of unique ownership structures of limited equity cooperatives
- Experience in program management and supervising staff members and/or comparable experience that demonstrates these skills
- 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, to determine what is a reasonable response time given competing demands, adequate knowledge when responding to or when making requests of others
- Familiarity with the DC housing market and DC neighborhoods, and Tenant Opportunity to Purchase Act (TOPA)
- 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
- Bilingual in a language common to immigrants to the area, such as Spanish or Amharic, is a plus
- Minimum of five years or equivalent experience in affordable housing development in low-income communities
- Willingness and ability to work flexible hours including nights and weekends offset by comp time
- Own transportation to commute between project sites (car and license)

Benefits:

- Health Insurance plans (individual and family coverage)
- Employee match retirement savings
- Flexible spending accounts
- Comp time
- Mileage reimbursement
- Snacks on site
- Progressive vacation time
- Birthday celebrations
- Salary commensurate with experience

Level of Language Proficiency:

Ability to communicate well in Spanish preferred; some proficiency in Spanish and/or Amharic desirable.

How To Apply:

<http://www.micasa-inc.org>

Please submit a cover letter with the job title Housing Development Manager and an indication of interest, three references, salary requirements, and a writing sample to info@micasa-inc.org.

Location:

6230 3rd Street Northwest, Washington, DC 20011