



Housing Production and Preservation Fellow

Denver, CO

Job Description Summary

The Enterprise Community Partners Denver office is seeking a Fellow to join their team. The Preservation and Production Fellow will work with the Denver team, national Preservation Team, local partners and public agencies, and other Enterprise staff from around the country staff to implement the new Enterprise Preservation and Equitable Path Forward Programs, launching in 2022, in Colorado. With the Colorado Team, the fellow will be responsible for the development and launch of Colorado-focused programming, including working with local nonprofit organizations, mission-minded developers and public agencies to develop preservation tools and technical assistance. Specific duties will include coordinating with a national preservation team at Enterprise to develop an online Colorado-specific preservation Toolkit, planning one or more small rental property preservation academies, and working with local partners to identify, secure, and preserve unsubsidized rental properties in Denver and throughout Colorado. The Fellow will work as part of a team, leading on many components of this work.

The fellow will also support Enterprise Denver's implementation of our national Equitable Path Forward initiative, identifying opportunities for Enterprise to support BIPOC led developers in Colorado, and to increase affordable housing production in target geographies.

The Fellow will work with public agencies, affordable housing developers, and community-based organizations. S/he will leverage Enterprise's extensive best practice toolkits, policy expertise, technical skills, and organizational strategies to support the preservation and production of affordable rental housing.

The candidate will report to the Director, Colorado Market Office. They will work in close collaboration with all program staff, including the Vice President and Denver Market Leader, the State and Local Policy Director, and senior program staff and various national Enterprise staff. This position is a 12 month fellowship, starting in January 2022 and ending by December 31, 2022.

The successful candidate will be a self-motivated problem solver who is highly organized, accountable, enjoys working with people and has strong relational skills. The candidate must possess the ability to work independently and as part of an effective and collaborative team. This candidate needs to be detail-oriented and eager to learn. The position requires organizational, computer and administrative skills, and the ability to perform a wide array of tasks in a high-performance environment with light supervision.

Job Description

Job Responsibilities:

- Manage the development and launch a Colorado specific version of Enterprise's national Preservation Toolkit, inclusive of local tools and information.
- Support development and launch of two Colorado specific Preservation Academies in partnership with national preservation team members and local partners.

- With Enterprise Community Loan Fund and local financing partners, support the development and launch of a SMMF Preservation Capital Product at Enterprise and use of Colorado focused financing products and subsidies, use of the Denver eTOD Fund, Equitable Path Forward financing tools, and other Enterprise capital products.
- Manage delivery of technical assistance to affordable housing developers, community-based organizations, and public agencies.
- Manage pass-through grants to affordable housing developers, including development and coordination of grant documents, and ongoing grant performance tracking.
- Shepherd Enterprise Denver's ongoing relationship-building and programmatic development aimed at increasing preservation and housing production capacity with local affordable housing developers, community-based organizations, and public agencies.
- Collaborate and coordinate with local and national Enterprise staff engaged in Equitable Path Forward, housing production and preservation efforts.
- Job Qualifications:
 - 4 years related work experience in consulting, planning, policy, finance, real estate, or housing development
 - If applicable, time obtaining a Masters degree in city planning, public policy or administration, real estate finance/development or a related field. Experience in and understanding of affordable housing financing and development.
 - 4 Year / Bachelors Degree; An undergraduate degree, with preference for a graduate degree.

Other General Qualifications

- Strong familiarity with the policies, funding sources, financial structure and process of affordable rental housing development;
- Expertise in one or more of the following areas desired: training and technical assistance, program design and delivery, grants management
- Familiarity with the following subjects: affordable housing finance;
- Commitment to affordable housing, social equity and improving access to opportunity;
- Excellent organizational and project management skills;
- Relationship-building skills
- Exhibit personal commitment to being anti-racist, demonstrate knowledge of systemic racism in housing, and pursue work that fosters economic mobility and unwinds segregation through housing.
- Strong presentation, negotiation and interpersonal skills; and
- Excellent computational and computer skills.
- The salary range will be \$60 - \$65K.

Candidates can apply directly with the following URL: https://wd5.myworkdaysite.com/en-US/recruiting/enterprisecommunity/EnterpriseCareers/job/Denver-CO/Preservation-Fellow--Denver_REQ860