

# Mi Casa, Inc.

## Housing Development Specialist

**Job Type:** Full-time salaried position (40 hours a week)

**Pay:** Starting at \$62,000, commensurate with experience

**Work Location:** Hybrid in Washington, DC 20011: Reliably commute or planning to relocate before starting work (Required)

Mi Casa, Inc. is a nonprofit affordable housing developer based in Washington, DC, with a vision of housing as a human right and a mission to preserve and provide affordable housing and sustaining diverse communities. Our work focuses primarily on strategies to prevent the displacement of low-income communities; in particular, communities of color, Latino and other immigrant communities. We accomplish this through developing affordable rental and community ownership, and through training and technical assistance of tenant and cooperative associations.

### Housing Development Specialist Job Description

Mi Casa is seeking an experienced Housing Development Specialist to advance Mi Casa's community-based housing development projects. The Housing Development Specialist will be an integral member of the Housing Development team, bringing their ideas and skills in creative financing and project development, effectively managing housing development projects, and providing technical support and training to tenant and co-operative groups.

The ideal candidate will bring experience in developing and implementing projects on time and on budget, a solid knowledge of affordable housing development and finance, project management and timeline management, and the ability to work effectively in collaborative teams.

### The Housing Development Specialist will:

- Directly manage and advance a portfolio of Mi Casa's affordable housing projects.
- Share expertise with other project managers, especially in areas of housing development finance, pro forma review, and project timelines.
- Maintain working knowledge of all Mi Casa's housing development projects and 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.
- Negotiate and manage consulting agreements and contracts related to Mi Casa's project development.
- Provide consistent, organized management 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 the Housing Development Manager to make financial projections based on expected work plans and timelines, and raise issues when variances are expected or occur, and coordinate with the Finance and Accounting Department.
- Participate in and provide support for Mi Casa’s housing development-related training programs.
- Participate in fundraising, PR and advocacy activities related to support for the department and overall support for the organization, and provide reporting as needed.

**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.
- Demonstrated experience in creating and tracking development pro forma, 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 some evening and weekend hours offset by comp time (e.g., some meetings with residents take place when people are off work.)
- Must have own or dependable transportation to commute between project sites.
- Bilingual speaking ability ideal: Spanish/English, Amharic/English, and/or French/English.

**Benefits:**

Mi Casa offers a competitive benefits package including:

- 401(k)
- 401(k) matching

- Dental insurance
- Flexible schedule
- Flexible spending account
- Health insurance (individual and family coverage)
- Paid time off
- Parental leave
- Professional development assistance
- Retirement plan
- Tuition reimbursement
- Vision insurance

*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.*

**How to apply:** To apply to this position, submit an application on our website at [micasa-inc.org/join-our-team](http://micasa-inc.org/join-our-team). Only applications submitted through our website will be reviewed.