

Job Description **Project Manager, Housing Development** **Mi Casa Inc, an Affordable Housing Developer**

REPORTS TO:	Housing Development Director/ Deputy Director
WORKS CLOSELY WITH:	Community Engagement Specialist, Construction Manager, Training and Technical Assistance Coordinator, other Project Managers
BASIC FUNCTIONS:	As an active member of the Housing Development Team, facilitate Mi Casa's affordable housing development work through the Tenant Purchase Program and all housing development initiatives; manage affordable housing projects; work as an active member of a collaborative team to raise and troubleshoot issues, share information, and develop departmental efficiencies and strategies; provide project-related outreach and ongoing training and technical assistance to tenant associations and co-ops; participate in team coordination of the Co-op Academy. Participate in advocating for and promoting our work, review of new projects and other departmental initiatives.
DUTIES AND RESPONSIBILITIES:	<p><u>Project Management/ Implementation of Affordable Housing Projects</u> Key Coordinator on assigned projects for project management tasks and teams related to building acquisition, project financing, design and renovation (construction), and stabilization.</p> <ul style="list-style-type: none">● Develop Feasibility Analyses for Projects● Create and Manage Financial Proformas● Track and report on Project benchmarks● Draft and Submit Loan Applications● Communicate with Private Banks and the DC Department of Housing and Community Development regarding loans● Manage and track project loan draws● Facilitate the hiring of third party contractors such as architects, environmental analysts, and General Contractors● Maintain updated project data for reporting and databases● Monitor major construction alongside a Construction Manager● Facilitate the relocation of residents as needed <p><u>Facilitate Tenant and Co-op Training and Participation</u> Train and engage tenants who are purchasing and developing their buildings. Educate Board and membership on development process. Work closely with Community Engagement Specialist to work out challenges and develop an engagement plan along with each co-op.</p> <ul style="list-style-type: none">● Hold regular meetings with residents (often evenings and weekends)—both in person and virtual● Coordinate meetings on site with professionals in development team● Develop a training schedule for each project and provide or facilitate trainings to tenant associations and co-ops

- Provide residents with necessary information to make decisions about the development of their building
- Support legal team with the cooperative conversion process and facilitate process, as needed
- Oversee the collection of information from residents (ie. Household information and income verification)
- Coordinate access to and provide ongoing technical assistance and trainings to co-ops to help them run efficiently
- Negotiate with third parties such as management companies to assist in improving service and cost efficiency for coops
- Develop an engagement strategy for each co-op and assist co-op boards with member engagement and identifying potential community leaders

Provide Support for Co-op Capacity Building

Work closely with the Training and Technical Assistance Coordinator to provide capacity-building and training as needed.

- Work with co-op boards to build their capacity to monitor the management company and make sure they remain in compliance with their loan documents and city requirements
- Work with co-op boards to ensure they are adequately monitoring the financials of the building on a quarterly basis
- Review Cooperative annual budgets with the co-op to ensure understanding, facilitate approval and presentation to co-op membership
- Work on collaborative projects along with “sister” organizations such as a strategy on how to improve DC co-ops’ asset management through technical assistance, advocating for support for co-ops
- Participate in trainings and outreach to increase participation in the Cooperative Leadership Academy
- Assist co-ops with building soft skills like meeting facilitation, conflict resolution, and decision-making

General Support, Outreach and PR to advance Mi Casa’s mission

- As requested, participate in the advocacy, public events, and initiatives to support affordable housing development as a Mi Casa representative
- Present Mi Casa services to potential clients and partners including new project development and prospecting
- Provide data and information on projects and initiatives to support tracking of outcomes, grant reporting, financial tracking, and other purposes

SKILLS AND QUALIFICATIONS:

- Located in the DC Area
- Commitment to Mi Casa’s mission, equity and justice, and working with diverse, low-income communities to support self-determination, and further access to affordable housing for all
- Able to multi-task and meet deadlines with minimal supervision
- Cultural competence (experience working with people of all ages and backgrounds)

- Able to problem-solve, think on your feet, work through issues as they arise
- Experience with financial spreadsheets (Excel)
- Some knowledge of real estate development and lending
- Project Management experience
- Able to communicate well with others, both internally and externally
- Able to explain technical knowledge in an accessible way to others
- Familiarity with DC neighborhoods strongly preferred
- Bilingual/ Spanish-English language ability (verbal and written) required**

SALARY
BENEFITS

- AND
- Competitive benefits package including 3 weeks of vacation in second year (10 days in first), combined personal/sick leave, and all Federal holidays.
 - 401k retirement match, flexible spending account, and 100% of employee health insurance covered (including dental and vision).
 - Flexible, friendly, familial work environment, celebrate employee birthdays, outdoor gatherings/ asados (Argentinean bbq).
 - Salary commensurate with experience. Starting \$48-\$58,000, negotiable.

Mi Casa provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.

APPLY