

Mi Casa Inc.

Project Manager- Affordable Housing Development

TITLE:	Project Manager
POSITION TYPE:	Contract position (negotiable)
REPORTS TO:	The Deputy Director of Mi Casa, Inc.
ANTICIPATED START DATE:	August 1st, 2021
WORKS CLOSELY WITH:	Deputy Director, Other Project Managers, Community Members

Mi Casa Inc. is a well-established non-profit affordable housing developer based in Washington, DC, with a mission to preserve and provide affordable housing and to sustain strong, diverse communities. Mi Casa achieves its mission through developing community-based, affordable rental housing, and facilitating tenant ownership of co-operative buildings under its Tenant Purchase and Technical Assistance Program. Mi Casa works closely with low-income tenants and co-op members to provide technical assistance, asset management training, and training.

The Mi Casa seeks an experienced Project Manager to advance Mi Casa's affordable housing development, with a focus on new initiatives. The PM works in a small team of committed staff, and an extensive network of affiliates, to manage the development of affordable housing projects. The PM will work closely with the Deputy Director to advance multi-year benchmarks and new/special initiatives, including the Small Building Preservation project, aimed at preventing displacement of low residents through preserving naturally occurring affordable housing in DC, including East of the River. The ideal candidate will bring experience in creating, negotiating, and implementing development plans and securing complex project financing; working with diverse teams to build consensus; establishing public/ private partnerships; and representing Mi Casa. S/he/they will also bring creative ideas for reshaping / testing new strategies to address complex problems in affordable housing development.

The Housing Development Project Manager will:

- Create and implement development plans for affordable, multifamily housing
- Provide outreach and coordination to represent Mi Casa in new project/ initiative development
- Analyze project feasibility and develop initial development plans
- Effectively negotiate with building owners, residents, lenders, others to preserve affordable housing
- Take lead/ work with teams to problem-solve creative strategies to address financing and other challenges
- Represent Mi Casa's mission and values externally, participate regularly in external meeting and events
- Participate in other areas as needed, including data collection, tracking, reporting on progress, outcomes

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

- Two to three years' experience in affordable housing development, including new project development
- A self-starter—a high level of initiative and ability to work independently to advance projects
- Commitment to Mi Casa's mission and the belief that all people have the right to affordable housing
- Experience in creating and tracking development pro forma and timelines, project financing, budget tracking, and utilizing program tracking software (high level of ability in Microsoft Excel)
- Understand project finance, especially for unique, challenging, and small-scale models
- Excellent communication, facilitation and ability to work in teams
- Able to build effective external relationships, provide a high degree of professionalism
- Able to work flexible hours (as needed, some meetings on nights and weekends) offset by comp time
- Own transportation to commute between project sites (car and license)
- Strong preference for Bi-lingual/ Spanish and English speaking ability
- Familiarity with the DC housing market and DC neighborhoods a plus

Benefits:

Mi Casa offers a competitive benefits package including: Health insurance plans (individual and family coverage), employee match retirement savings, flexible spending accounts, comp time, mileage reimbursement, progressive vacation time, backyard barbeques and birthday celebrations. Salary commensurate with experience.

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.

To Apply: Please provide a cover letter stating your interest in the position, your salary expectations, and a CV or resume with three references: info@micasa-inc.org