



Director of Housing and Asset Management

Organization Description

The mission of the Connected Communities, Inc. is to partner with Beechwood and EMMA residents to break the cycle of poverty through anti-racist community revitalization and equitable resource coordination. Connected Communities is a non-profit public/private collaboration of neighborhood, business, government, and non-profit leaders partnering with residents to accelerate community transformation. *To learn more, visit our website at:*

www.connectedcommunitiesroc.org.

General Description

The Director of Housing and Asset Management will oversee the complete portfolio of Connected Communities subsidiary, CC Special Projects, LLC. This position is responsible for planning, developing, and managing all property and affordable housing development activities from acquisition through construction completion and permanent loan conversion. Additionally, this position will be the administrator for housing-related programs such as the Landlord Fund. The Director of Housing and Asset Management will be the point person and maintain our relationship with third-party management companies and other asset management-related contractors. The Director of Housing and Asset Management is responsible for preserving the affordability in Beechwood and EMMA and directing continual improvements to our portfolio's economic performance; ensuring consistent compliance with LIHTC and other financial programs; maintaining the properties' physical upkeep and curb appeal; and coordinating with the Neighborhood Hub Director to ensure resident access to services and programming. Report to the Executive Director. The Director of Housing and Asset Management is expected to perform duties with full autonomy, independence, and judgment.

Core Responsibilities

- Evaluate the feasibility of potential development opportunities, conceptualize a development program in concert with the organizational mission and goals, and make recommendations to the Executive Director.
- Maintains database of entity status, oversee the dissolution of entities no longer in use and works with development partners on the formation of new entities.
- Oversee required quarterly financial and annual reports, audits, annual certified rent rolls and other submissions to government agencies, project partners, syndicators, lenders and funders according to each project's sources and uses and regulatory requirements.
- Responsible for maintenance of entity tax status and compliance with Dept. of State, the State Attorney General's office, the IRS, and NYS Dept. of Finance as needed.
- Researches sources of funding and maintains familiarity with threshold and screening criteria of key sources; Prepares and submits funding applications to secure funding to support predevelopment, construction, and permanent phases for development.
- Represents the Organization to stakeholders and the general public. Strategizes and plans outreach to garner community support for projects. Attends and participates in neighborhood associations and other community and government organization meetings as needed.

Day-to-Day Responsibilities:

- Strategizes and participates with Executive Director in negotiating, coordinating, and preparing various development-related contracts, obtaining legal reviews as needed to minimize risk to the Organization and secure project financing.
- Manages the design process in conjunction with Executive Director; Coordinates design process with consultants as needed.
- Review analysis of building operation expenses and rental revenue and prepare annual operating budgets for entities as required.

- Regularly assess the housing needs of vulnerable populations living in Beechwood and EMMA.
- Work closely with the Communications and Engagement Project Manager and the Community Project Manager to connect residents to needed housing resources.
- Visits stabilized properties no less than monthly and transitional properties no less than weekly. Assesses the general physical condition of the building systems, housekeeping, and grounds. Confirms effectiveness and efficiency of property management staff. Identifies and implements improvements to curb appeal and marketability.
- As requested, prepare and present progress reports to the Executive Director, board of directors, the Housing Committee, and others.
- Other tasks as assigned related to housing development, policy development, organizational budgets, planning, and administration.

Required Qualifications:

- Ability to plan and manage multifamily and commercial real estate project development. Knowledge of project management tools and principles
- Strong analytical abilities, computation, negotiation, and problem-solving skills
- Ability to make public presentations and to work successfully with community groups, government and private lenders, and low-income tenants
- Knowledge of budgets and finance and cost management
- Familiarity with various funding sources and application processes for affordable housing development.
- Basic knowledge of building construction. Ability to track and manage construction projects, subcontractors, and project development participants
- Strong written and verbal communication skills
- Strong computer skills in various software applications, including MS Office Excel, Word, PowerPoint, and Asana
- Experience with low-income housing tax credit financing preferred

Required Skills:

- Ability to maintain a high level of confidentiality with sensitive information
- Professional appearance and demeanor
- Flexibility with nights and weekends
- Willingness to manage evening and weekend events, periodically
- Knowledge of, or experience with, issues confronting low-income communities and families

Education/Technical Competencies:

- Graduation from an accredited four-year college or university. Degree in urban planning, public administration, accounting, business, real estate, or related field preferred
- Completion of the National Development Corporation Rental Housing Development Finance Certification (upon being employed)
- 3-5 years experience in project management experience

To apply for this position, please forward your resume, cover letter, and salary requirements to Executive Director LaShunda Leslie-Smith, at lashunda@connectedcommunitiesroc.org.