



## **REAL ESTATE DEVELOPMENT COORDINATOR SOUGHT**

Mt. Vernon Manor CDC (MVM) seeks a motivated Real Estate Development Coordinator to join our team. MVM is a non-profit community development corporation dedicated to strengthening communities and families in West Philadelphia.

### **Our Organization**

Mt. Vernon Manor CDC is an experienced affordable housing developer and community partner located in the Mantua neighborhood of West Philadelphia. Our mission is to provide affordable housing opportunities; to encourage West Philadelphia residents to nurture caring families; and to champion a robust and sustainable environment and quality of life in West Philadelphia. MVM strives to cultivate safe, accessible neighborhoods for both longtime and newly arrived residents by pursuing strategic projects and partnerships that advance affordable housing opportunities, cultivate green and open space, enhance economic mobility, and improve public health and safety in our communities. Our goal is to help residents realize a shared vision of equitable development without displacement and to ensure that our community remains diverse, inclusive, and welcoming to all. See <http://www.mvmcdc.org/> for more information.

### **Real Estate at Mt. Vernon Manor CDC**

Mt. Vernon Manor CDC has an active pipeline of affordable housing development projects. Since 1972 we have developed and managed 150 units of high-quality rental housing, most recently including the preservation and renovation of 29 affordable apartments at ten historic buildings. In 2021, we are working to advance two new construction projects. This work spans design, land acquisition, financing and closing, and construction. We are also actively seeking new development and partnership opportunities across our service area. MVM's real estate development activities are led by our Executive Director with the support of the Director of Community Development, to whom the Real Estate Development Coordinator will report.

### **The Real Estate Development Coordinator**

The Real Estate Development Coordinator will oversee a number of affordable housing development projects in various stages of planning and development. They will receive support as needed to learn pieces of the work that are new to them, and have opportunities for growth and increased levels of responsibility over time. Specific responsibilities include:

- Assess feasibility, conduct due diligence, create development plans, and secure site control for new development projects
- With the Director of Community Development, identify and support opportunities for meaningful involvement of residents and community members in the development process
- Manage real estate transactions and closings
- Create and manage budgets and schedules
- Prepare funding applications and reports
- Solicit and evaluate lending and investment proposals
- Manage the project invoice and requisition process
- Manage communication and compliance with lender, investor, and funder requirements
- With the Executive Director, coordinate the project team of architects, engineers and contractors through design and construction
- With MVM staff and property managers, perform outreach to meet occupancy requirements and deliver exceptional service
- Maintain project files in accordance with organizational systems and standards; and
- Other related duties as assigned.

### **Our Ideal Candidate**

Mt. Vernon Manor CDC is looking for smart, creative, and hardworking people to join our team. Our ideal candidate enjoys the diverse roles required for project coordination and is comfortable working in a fast-paced, community-based environment. They will bring dedication, enthusiasm and a sense of humor to the work, and possess many of the following skills and qualifications:

- Bachelor's degree, preferably in economics, urban studies, or a related field
- Masters degree or two (2) or more years of professional experience in affordable housing development or a related field preferred
- Strong problem solving and decision-making skills
- Excellent financial literacy, including use of Microsoft Excel and Office Suite
- Some familiarity with design and construction processes preferred
- Some familiarity with state, federal and private resources used to develop and operate affordable housing preferred
- Some knowledge of West Philadelphia communities, history, and development a plus
- Ability to independently organize and prioritize project activities
- Strong verbal, listening, and written communication and team leadership skills
- Solid organizational skills including attention to detail and multi-tasking skills
- Ability to work accurately under pressure, delegate, and coordinate the work required to meet project deadlines and budgets, and adapt to changing requirements; and
- Proven track record of engaging community members, public agencies, and other stakeholders to achieve shared goals
- Ability to interact positively with people of all backgrounds, including members of our community, our staff, and outside stakeholders

## **The Application Process**

Please submit a resume and a cover letter documenting your experience and interest in or any questions about this position to [info@mvmcdc.org](mailto:info@mvmcdc.org) with subject line “Real Estate Development Coordinator.” Applications will be reviewed and acknowledged as they are received.

The anticipated starting salary for this position is approximately \$50,000 annually, commensurate with experience and qualification, plus a generous benefits package. We seek to fill this position by July 2021, if not sooner.

*Mt. Vernon Manor CDC is an Equal Opportunity employer and actively recruits people of color, women, people with disabilities, members of the LGBTQ community, immigrants, and people from low-income backgrounds. We strongly encourage applications from people with lived experiences in the communities with which we work.*