



LAND AND HOUSING PROGRAM COORDINATOR

Mt. Vernon Manor CDC (MVM) is seeking a Land and Housing Program Coordinator to join our team! The Program Coordinator will support our organization and community to advance the goals of realizing a shared vision of equitable development without displacement and ensuring that our neighborhoods remain diverse, inclusive, and welcoming to all.

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.

The Land and Housing Program Coordinator

The Land and Housing Program Coordinator's primary responsibility will be to work with MVM staff, board, partners, and community members to advance one of the three pillars of our current strategy plan and approach to our mission: to bring land under community control in order to ensure equitable development without displacement. Specifically, the Coordinator will be charged with managing projects related to affordable housing development, community gardening and open space, and other opportunities for land stewardship, as well as for organizing the West Philadelphia Community Land Trust. The Coordinator will also provide auxiliary assistance to related operations including communications and development. The Coordinator will be jointly supervised by and work closely with MVM's Director of Community Development and Executive Director. The Land and Housing Coordinator position will be primarily office-based, with up to 20% of time available for remote work at the discretion of MVM executive staff and in alignment with MVM policies and procedures. While MVM is seeking a team member who will bring relevant experience and insight into this role, we will also support the Coordinator as needed to learn elements of the work that are new to them. This position will include opportunities for professional growth and increased levels of responsibility over time.

The Program Coordinator's specific responsibilities will include:

Housing Development

- Facilitate development partnerships among community residents, community-based organizations, and local jurisdictions
- Identify and support opportunities for meaningful involvement of residents and community members in the development process
- Coordinate pre-development and development activities including but not limited to:
 - Research methods of financing and structuring of housing and other community development activities including open space and community facilities
 - Acquire properties from public agencies as well as from the private market
 - Review financial plans including development and operating budgets
 - Interface with government and financial entities including but not limited to funders and lenders, City Council, Department of Housing and Community Development, PHDC/Land Bank, and housing finance agencies
 - Align marketing and lease up process and transition to stabilizes operations, working property management partners before, during, and after construction to ensure smooth tenant relations and transition to operations
 - Aid production and response to Request for Proposals and Request for Qualifications
 - Archive and catalogue architectural, construction, financial, and legal documents
 - Oversee compliance with public agencies and with private investors/lenders

Land Stewardship

- Coordinate buildout of operations and activities for the West Philadelphia Community Land Trust, including but not limited to:
 - Plan and lead regular meetings of the WPCLT advisory committee
 - Collaborate with consultants, funders, community members, and nonprofit and public sector partners to develop essential operating infrastructure including strategic and business plans, model ground lease, and acquisition strategy
 - Develop and conduct popular education and advocacy trainings for local residents, businesses, and other stakeholders
- Support community leaders of the Mantua Urban Peace Garden with management of garden affairs, including but not limited to:
 - Identify funding opportunities for programs, operations, and infrastructures and leading grant application processes and other fundraising efforts
 - Manage grant and program budgets, records, invoicing, and reporting
 - Facilitate relationships with funders, suppliers and vendors, anchor institutions, community- and faith-based groups, and other partners

Other Duties

- Develop and deliver communication, design, and marketing materials for the above and other projects and programs as needed

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:

- Masters degree, or BA and at least three (3) years of professional experience in affordable housing development, community organizing, or a related field preferred
- 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
- Strong problem solving and decision-making skills
- Excellent software literacy, including use of Microsoft Office Suite and Adobe
- 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 preferred
- 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 with subject line “Land and Housing Program Coordinator.” Applications will be reviewed and acknowledged as they are received.

Mt. Vernon Manor CDC offers competitive salaries, commensurate with experience and qualification, plus a generous benefits package. We seek to fill this position by January 2022, 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.