



## **COMMUNITY DEVELOPMENT COORDINATOR**

Mt. Vernon Manor CDC (MVM) is seeking a Community Development Coordinator to join our team! The 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. 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.

### **The Community Development Coordinator**

The Community Development 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 be supervised by MVM's Director of Community Development and Executive Director. The will be primarily office-based, with some flexibility for remote work. The Coordinator position will include opportunities for professional growth and increased levels of responsibility over time. The Coordinator's responsibilities will include:

- 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
- Research methods of financing and structuring of housing and 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
- 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

The salary range for this position is approximately \$60,000-\$70,000/per year, commensurate with experience. MVM also provides employee health, dental, and vision insurance coverage.

### **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 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
- 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

### **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 “Community Development Coordinator.”

*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.*