



Director of Housing and Asset Management

Organization Description

The mission of 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. Additionally, this position will be the administrator for housing-related programs such as the Landlord Fund and the Emergency Housing Fund. The Director of Housing and Asset Management will maintain a relationship with third-party management companies and other asset management-related contractors. The Director of Housing and Asset Management is responsible for supporting the preservation of affordability in Beechwood and EMMA and directing continual improvements to our portfolio's economic performance; ensuring consistent compliance with funders; maintaining the properties' physical upkeep and curb appeal; and coordinating with the Neighborhood Hub Director to ensure resident access to services and programming. This role reports to the Executive Director.

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, oversees the dissolution of entities no longer in use, and works with development partners on the formation of new entities.
- Works with the Director of Resource Development to prepare and submit funding applications to secure funding to support predevelopment, construction, and permanent phases for development.
- Represents Connected Communities 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.
- Regularly assess the housing needs of vulnerable populations living in Beechwood and EMMA.

Day-to-Day Responsibilities:

- 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.
- Review analysis of building operation expenses and rental revenue and prepare annual operating budgets for entities as required.
- Work closely with the team to connect residents to needed housing resources.
- As requested, prepare and present progress reports to the Executive Director, the board of directors, the Housing Committee, and others.
- Other tasks as assigned related to housing development, policy development, organizational budgets, planning, and administration.

Required Skills/Qualifications:

- 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
- Strong written and verbal communication skills
- Strong computer skills in various software applications, including MS Office Excel, Word, PowerPoint, and Asana
- Ability to maintain a high level of confidentiality with sensitive information
- Professional appearance and demeanor
- Willingness to manage evening and weekend events periodically
- Knowledge of, or experience with, issues confronting low-income communities and families
- Experience with low-income housing tax credit financing preferred

Education/Technical Competencies:

- Masters Degree from an accredited college or university. Degree in urban planning, public administration, accounting, business, real estate, or related field preferred
- 3-5 years experience in project management experience

Salary Range: \$75,000 - \$80,000 per year.

Benefits:

- Hybrid work schedules
- 80% coverage for all medical plans
- Affordable vision and dental plans
- 3% annual salary match for retirement plans
- \$1200 annual cellphone stipend
- Minimum of 46 days of PTO (the National Average is 18 days)
- Employee Assistance Program
- Home Buyer Assistance Program

Check out our [Employee Value Proposition Video](#). Connected Communities is a great place to work!

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