

Farmworker Housing Development Corporation

Position Description

Job Title: Housing Specialist

Status: Non-Exempt

Type: Full-Time

Reports to: Housing Manager

Salary Range: \$40,000 to 45,000 DOE

Job Summary

Farmworker Housing Development Corporation (FHDC) is a thriving nonprofit organization working to develop farmworker leadership to build stronger and more secure families and communities through affordable housing, social services, education, and economic development. FHDC has a high quality, well performing portfolio of affordable housing and small commercial properties, including 9 properties with 296 units, and more in the pipeline. FHDC is committed to advancing equity through all aspects of its work.

The Housing Specialist is a newly created position. The Housing Specialist is responsible for a variety of tasks involving FHDC's existing affordable housing properties and new development projects. This individual assists the Executive Director and Housing Manager with planning, implementing, and participating in operation and development of FHDC's real estate assets with a goal of furthering the organization's mission rooted in affordable housing and community development. The position requires the ability to set priorities and complete projects with quick turnaround times. The Housing Specialist should demonstrate flexibility and willingness to contribute to other aspects of the organization and openness to learning and change.

Duties & Responsibilities

50% Housing Development

- Assist Housing Manager to research, plan and perform necessary project-related tasks
- Conduct outreach, surveys and market analysis to create viable development opportunities including in-depth understanding of neighborhood demographics with a focus on garnering community support, and maintaining positive neighbor relations during all phases of the development process
- Acquire & prepare various forms and documents
- Maintain project records and prepare and submit a variety of funder required reports
- Periodically take on new projects to support development team and agency
- Translate documents
- Develop marketing materials
- Research potential funding sources and investors
- Fill in for Housing Manager when necessary during short term absence (vacation, sick)
- Other duties as assigned

50% Asset Management

- Maintain and as needed, update systems to oversee and report on short and long-term needs of FHDC's real estate portfolio
- Prepare monthly property analysis and reports to FHDC Executive Director and Housing Manager regarding key indicators such as debt service coverage ratio, partnership capital account calculations, reserve funding uses and long-term trends, operating cash flows and budget vs. actual performance (particularly for "watch-list" buildings), compliance reporting and regulatory compliance
- Under the lead of the Housing Manager, provide oversight for major repair and capital improvements to existing buildings
- Oversee all commercial properties including lease renewal, rent increases and maintenance needs
- Prepare farmworker tax credit application and reports for all TC portfolio
- Maintain electronic Housing folder and hard copies of all related housing and asset management activities
- Other duties as assigned

Education and Qualifications

- Associated degree preferred. We will consider a minimum of 3 years of experience on a related field
- Knowledge of the farmworker community challenges and opportunities
- Knowledge of multi-family building systems, including design issues and construction materials and methods
- Demonstrated ability to analyze computer generated financial reports, cash flows and proformas
- Fluent in Microsoft products (e.g. Excel, Word, Outlook, Explorer) and related software programs
- Excellent oral and written communication skills
- Ability to organize time effectively, prioritize tasks and perform tasks in a self-directed manner. Ability to cope with deadline pressures and project needs.
- Ability to work in a team environment.
- Bilingual English and Spanish required
- Ability to work in a multicultural environment

Capacity Requirements

- Ability to lift 10lbs frequently, 30 lbs occasionally.
- Ability to sit for extended periods of time.
- Must have a valid driver's license.
- Access to a motor vehicle is essential to performance job responsibilities.

Benefit Package includes: Medical, Dental, Vision, Vacation Accrual, Sick Leave Accrual, Holidays, and Personal Days.

How to Apply:

FHDC is an Equal Opportunity Employer.

Please submit the following:

- (1) A cover letter that reflects how your previous experience qualifies you for this position.
- (2) A resume.
- (3) Three references.

Email the documents listed above to mariaguerra@fhdc.org