



Mt. Vernon Manor CDC Community Development Coordinator – Job Posting

Mt. Vernon Manor CDC (MVM) is seeking a Community Development Coordinator, who will work with MVM's Executive Director, Deputy Director, and partner organizations to advance equitable growth and development.

Required Duties and Responsibilities:

Real Estate Development and Stewardship (~70% of Job)

- Under the supervision of Executive Director, manage the day-to-day of MVM's real estate development initiatives (including Low-Income Housing Tax Credit, shared-equity homeownership, and mixed-use projects)
- Oversee all operations for MVM's shared-equity program
- Support Executive Director in stewarding existing rental developments
- Support Executive Director in strategically planning future developments

On a regular basis, these tasks involve: researching, applying for, and managing affordable housing funding opportunities; pursuing the acquisition of properties from public agencies and the private market; reviewing budgets, architectural plans, and operating documents; interfacing with consultants, contractors, funders, public officials; and managing programmatic compliance among our shared-equity homebuyers and homeowners.

Greenspace Enhancement and Support (~20% of Job)

- Support the volunteer-led Mantua Urban Peace Garden in its internal governance and external operations
- Provide administrative support to Executive Director and Land Care team regarding the maintenance and beautification of vacant land

Local and Regional Advocacy (~10% of Job)

- Participate in local/regional coalitions and conferences supporting the preservation and expansion of affordable housing, greenspace, and equitable community development
- Nurture relationships with peer affordable housing and civic organizations
- Maintain awareness of local and regional policy updates related to areas of work

See pg. 3 for calendared overview of duties.

Skills and Qualifications:

The best candidate will be an organized project manager who is knowledgeable and passionate about equitable community development. To that end, we are seeking someone with:

- Great interpersonal and communication skills, both oral and written
- Proficiency in Microsoft Office and OneDrive programs
- Strong ability to manage complex projects
- Keen attention to detail

- Eagerness to problem solve
- Willingness to take initiative
- Commitment to supporting and empowering low-income BIPOC communities, and to the preservation of affordable housing more broadly
- Comfort working in a fast-paced, community-based environment
- **At least one** of the following:
 - Experience working for or with a Community Development Corporation
 - Experience interacting with the Philadelphia Land Bank, the Philadelphia Housing Development Corporation, the Philadelphia Housing Authority, the Pennsylvania Housing Finance Agency, or another PA-based real estate agency
 - A certification related to real estate development
 - An housing or equitable development research or advocacy background
 - Experience developing real estate, personally or professionally

Compensation and Hiring Details:

This position has a starting salary between \$65,000 to \$70,000 per year, commensurate with experience, with room for career growth. Benefits include (optional) health, dental, and vision insurance with 50% coverage from MVM, 13 days PTO (probably increasing soon), paid sick and parental leave, holiday closures, and funds for professional development.

This position is principally in-person, with some flexibility for remote work. Physical requirements include 6-8 hours of computer-based work per day. MVM aims to support all staff members with physical and scheduling accommodations to the best of our ability, including through hybrid work. As a small, tight-knit team, we strive to provide comfortable conditions for independent and collaborative work.

MVM is dedicated to supporting the professional development of historically marginalized folks. **We encourage anyone who meets at least 80% of the qualifications/preferred skill descriptions above to apply to this position— we are happy to discuss workarounds for gaps in the outlined qualifications.** MVM 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 Mantua and from people with personal affordable housing experience.

Please submit a resume, cover letter, list of references, and relevant writing sample (if you have one) to emma@mvmcdc.org with subject line “Community Development Coordinator Position.” Examples of a relevant writing sample include a grant application or report, a community-development related blog post, a real estate portfolio, etc. If you do not have a relevant writing sample, that will not prejudice you in this process—please just let us know! Applications will be accepted on a rolling basis until position is filled. Anticipated (but flexible) start date: Between June 10th-June 17th.

Below you will find the anticipated duties of the Community Development Coordinator over the next year. These things are **certainly not set in stone—some of these things will change, and new projects could pop up at any time!** This is just meant to provide a general sense of what the Community Development Coordinator can, at this point, expect for the next year of work.

Summer 2024:

- Assist with the project management of a 40-unit LIHTC project under construction (AKA “Apts at 40th St Place”)
- Assist with the predevelopment/construction management of 4 single-family homes in a land trust (AKA “Shedwick St”)
- Assist with the project management of a mixed-use building under rehab (AKA “769”)
- Assist with management of neighborhood planning process (AKA “WAM”)
- Perform administrative duties for landcare program

Fall 2024:

- Assist with construction management of Apts at 40th St Place
- Assist with construction management and oversee homebuyer outreach for Shedwick St
- Assist with project management of 769
- Assist with management of WAM
- Perform administrative duties for landcare program

Winter 2025:

- Assist with construction management of Apts at 40th St Place
- Assist with construction management and oversee homebuyer selection for Shedwick St
- Assist with project management of 769
- Assist with the initiation of new housing development projects
- Assist with management of WAM
- Assist with preparation of garden season for community garden (AKA “MUPG”)

Spring 2025:

- Assist with construction management of Apts at 40th St Place
- Assist with predevelopment of new housing development projects
- Oversee homeowner support for Shedwick St
- Oversee gardener onboarding for and support operations of MUPG
- Perform administrative duties for landcare program
- Assist with the initiation of WAM implementation

Summer 2025 and beyond: Each of these projects will move to the next step, and anything is possible!