



GROUND SOLUTIONS NETWORK

strong communities
from the ground up

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| Title: Affordable Housing Senior Specialist | Reports to: Director of Capacity Building |
| Department: Capacity Building | Status: Full-time, Exempt |

About Us

[Grounded Solutions Network](#) is a national nonprofit dedicated to shaping communities to be inclusive and filled with opportunity for all. Where we live matters. It determines what opportunities we have and how our kids grow up. Everyone should be able to live in a place that offers opportunity: access to jobs, parks, public transit, quality schools and stable homes. Strong and inclusive communities provide the foundation that people and families need to thrive, both in the present and for future generations.

As a national membership organization, we support nonprofit and government practitioners, advocates, elected officials, and other housing professionals with the knowledge and support they need. We promote homes that remain affordable for generations and provide the foundation for our communities to be stable and strong, for good.

In order to fully realize the mission and vision of our organization and, in an effort to create a vibrant workforce, we are committed to fostering an organizational culture rooted in critical thinking and consciousness about race and class. We seek candidates who are dedicated to achieving racial equity. We are committed to building a staff team that is as racially and culturally diverse as the communities that we serve and we encourage candidates from all backgrounds to apply.

All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.

About the Position

We are looking for an Affordable Housing Senior Specialist who will provide technical assistance, training and field tools to our diverse community development stakeholders including local/state/federal government staff, community residents, nonprofit organizations, financial industry leaders, and regional coalitions. Our technical assistance, training and tools are all designed to advance racial equity and cultivate strong housing programs that ensure lasting affordability of homeownership and rental units.

Our current Capacity Building team has lots of content knowledge around designing, implementing and improving nonprofit homeownership programs. We also have deep expertise in community engagement, complex project management and strategy development. We are looking for someone to balance out our team by bringing expertise in real estate development finance, municipal housing program administration and racial equity. Right now, we are an all remote team, working with clients and members from all over the country and so, we are looking for someone who is an effective collaborator in the virtual arena.

Key Responsibilities

Under general supervision, the Affordable Housing Senior Specialist will be responsible for conducting financial feasibility analysis on behalf of public and nonprofit partners and assisting programs to establish or improve monitoring and enforcement procedures to ensure that subsidized ownership and/or rental units remain affordable during their compliance period. The Affordable Housing Senior Specialist will dedicate approximately 40% of their time to technical assistance, 30% of their time to training, 20% of their time to developing field tools and 10% of their time to supporting other departmental administration or internal organizational priorities.

- 1. Provide direct technical assistance to affordable housing programs and practitioners.**
 - a. Conduct program operational feasibility analysis by developing of template, project-specific or multi-year real estate business financial pro-formas and operating budgets.
 - b. Recommend improvements to program design and implementation based on the understanding of local context and national best practices around ensuring lasting affordability in both homeownership and rental and promoting racial equity.

- 2. Develop new tools, resources, templates and other field building materials.**
 - a. Assist the Director of Capacity Building to identify and respond to emerging trends, questions, challenges and opportunities in the field.
 - b. Create new tools, resources and templates that will help practitioners adopt best practices.
 - c. Respond to virtual “help desk” questions that are submitted to the organization and coordinate peer-to-peer learning connections between our member programs and practitioners interested in similar topics.
 - d. Collaborate with teammates to create, revise and deliver training curriculum for conference sessions, in-person trainings, webinars and the organization’s virtual training institute.

Qualifications for Entry into this Position

Our ideal candidate comes to the organization with experience successfully developing and using real estate development financial pro-forma models and operating budgets to assess the feasibility of affordable housing projects and programs on behalf of a jurisdiction or nonprofit. They also come with a deep understanding of how systemic racism has shaped and continues to

shape local/ state and federal housing policy and community development. We anticipate that applicants may come from a public agency or have a background in working for nonprofit organizations or for-profit consultancies.

Grounded Solutions Network will support our ideal candidate over the first year of employment to grow their knowledge of long-term affordability program specific elements and issues and will provide opportunities to gain more experience working directly with clients.

Knowledge, skills and abilities

1. Minimum five years of experience in a role that included managing projects, assembling and modeling project level funding and financing for affordable housing using public and private sources on behalf of a jurisdiction or nonprofit.
2. Experience monitoring, enforcing and stewarding homeownership and/or rental portfolios for a jurisdiction or nonprofit.
3. Ability to work successfully in self-directed, virtual environments, including managing a variety of projects, developing work plans and meeting deadlines.
4. Strong verbal presentation and writing skills with the ability to engage racially diverse audiences.
5. Proficient in Microsoft Office suite of applications and willing to learn other technology tools.

Travel required

Approximately 6-10 trips per year of out-of-state travel as needed to attend staff meetings, conferences and provide technical assistance or training to clients.

Location

Washington, DC preferred: Grounded Solutions Network has two primary office locations in Oakland, CA and Washington, DC, with additional staff working from home or co-working spaces throughout the contiguous 48 states. The preferred location for this position is Washington, DC; however, other remote locations which have direct local access to a major airport will also be considered. All staff are expected to demonstrate the ability to work remotely while maintaining high levels of efficiency and productivity and communicating effectively with their direct supervisor and colleagues.

Starting Salary Range

\$60k-70k annually, commensurate with experience.

Join our team and build your career with us! We offer:

- Supportive, stimulating and collaborative environment with passionate colleagues dedicated to building community and equity.
- Opportunities for professional growth and development.
- Competitive, comprehensive benefits package including health, dental, matching 401k and paid time off.

Work Environment/Physical Demands

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. All employees are responsible for a clean and safe work area. While performing the duties of this job, the employee is regularly required to sit, and occasionally required to stand and walk. The noise level in the work environment is usually quiet.

How to Apply

Please submit, as 1 document (PDF or Word), a cover letter with salary requirements, resume, and responses to the supplemental questions below (no more than 200 words each):

<https://form.jotform.com/91336952892165>

Grounded Solutions Network is striving to become an anti-racist organization. We have a committed and passionate committee of staff who meet every 2 weeks to shape, guide, and champion our various efforts toward racial equity and inclusion. We hope that the supplemental questions below will give you the opportunity to share more about yourself and your experiences, especially as they relate to equity:

1. Briefly describe an example of how housing policy has positively or negatively impacted the neighborhood where you live.
2. To what extent has pursuing racial or other types of equity and inclusion been a priority in your work, and how did you approach it?

Interviews will be conducted on a rolling basis.