



Title: Neighborhood Stabilization Program Manager  
Organization: MassHousing  
Location: One Beacon Street, Boston, MA 02108  
Website: <https://www.masshousing.com>

## **THE ORGANIZATION**

Since its inception in 1966, MassHousing has supported affordable home ownership and rental housing opportunities throughout Massachusetts. The Agency has provided more than \$25 billion for affordable housing in that time. Currently, MassHousing is seeking an experienced professional for the position of Neighborhood Stabilization Program Manager to continue the Agency's storied history of affordable housing funding.

### **Position Summary**

The Neighborhood Stabilization Program Manager provides operational oversight of the neighborhood stabilization capital program. In partnership with the Department of Housing and Community Development (DHCD) and the Neighborhood Hub program manager, this position is responsible for providing funding to support efforts to stabilize communities with high incidences of vacant, abandoned, or underutilized residential properties. The NS Program Manager must be able to operate the program in accordance with statutory requirements as well as work with DHCD to develop and implement regulatory guidelines. Working with municipalities, developers, sponsors and other funders or lenders to keep projects on time and on budget is a key function of this position. S/He acts as team lead with various MassHousing departments including finance, legal, operations and policy. This position may direct the work of administrative coordinators or interns. The NS Program Manager reports to the VP of Equitable Business Development and works closely with the Executive Director and the Neighborhood Hub Program Manager. The Neighborhood Stabilization Program Manager is a flex position under MassHousing's AWS system.

More specifically, the Neighborhood Stabilization Program Manager is responsible for the following:

- I. Develop policies, procedures, and operational oversight for the Neighborhood Stabilization capital program.
- II. Design RFP and issue competitive funding round announcements.
- III. Accept submissions and review for completeness.
- IV. Underwrite and evaluate proposals and make award recommendations.
- V. Work with municipalities, developers, sponsors, other funders or lenders to ensure projects to identify and resolve issues.
- VI. Manage financial closings.

- VII. Oversee construction; financial drawdowns; and post-closing activities including sales or lease up.
- VIII. Create key performance indicators for the capital program.
- IX. Provide regular reports to DHCD including financial reports and other program activities.
- X. Coordinate the work of architects, contractors, appraisers and other professionals required to oversee the program.
- XI. Ensure that awardees remain in compliance with all agency and funding requirements.
- XII. Serve as one of the Agency's key spokesperson regarding the Neighborhood Stabilization program.
- XIII. Performing other tasks and duties as assigned by the Executive Director.

### **Knowledge, Skills and Abilities Required**

- I. Demonstrated knowledge of real estate development and real estate finance.
- II. Working knowledge of real estate risk and fundamentals of real estate lending.
- III. Strong financial acumen with solid analytical capacity.
- IV. Strong organizational skills with excellent attention to details.
- V. Excellent interpersonal communication skills including the ability to translate concepts cross culturally.
- VI. Proven ability building consensus among diverse interest groups.
- VII. Exceptional follow through skills.
- VIII. Strong negotiation skills.
- IX. Demonstrated presentation skills including the capacity to use written, visual and oral tools to communicate complex ideas and processes.
- X. Previous experience in program planning, operations, and/or evaluations.

### **Minimum Education and Training**

- I. Bachelor's degree in one of the social sciences, urban planning, public policy, public administration, or real estate finance.
- II. 5 years of either underwriting real estate projects; working in a financial analytical role; developing affordable housing policy; or managing a grant funding program.

**Salary Range: \$101,287.00 - \$131,673.00**

All positions at MassHousing require a customer service mindset, in accordance with our values: Integrity, Excellence, Collaboration, Respect, Accountability and Service. Inherent in these values is our commitment to diversity, equity and inclusion for all.

MassHousing offers competitive compensation as well as an attractive benefits package. Serious candidates should send a letter of interest and a resume to MassHousing by logging in to <https://prd01-hcm01.prd.mykronos.com/ta/6003873.careers?CareersSearch>

MassHousing is an Equal Opportunity Employer.