

Director of Housing
Milwaukee Christian Center



Interested candidates should email brief cover letter and resume to mcchr@mccwi.org with "Director of Housing" in the subject line.

Position is open until filled. Interested candidates should apply immediately.

The Director of Housing leads Milwaukee Christian Center's Housing Department, overseeing and advancing all home production and home repair efforts while also supporting the YouthBuild construction training programming. Duties include real estate acquisition, creating and managing construction budgets, developing scope of work and estimates, construction project management, leading house sales process, soliciting, selecting, and supervising construction subcontractors, and reporting and assuring compliance with all ordinances, codes, and funding requirements. This position supervises a team of up to five individuals with duties ranging from intake to expediting to construction and training.

Housing at MCC

MCC makes homeownership possible by building new homes and conducting major rehabs of older homes, making needed repairs for low-income homeowners, and training young adults in the trades. MCC's Housing Production Program ensures low-income Milwaukee families have access to safe, high quality affordable housing by building single family homes through new construction and rehab; MCC's Neighborhood Improvement Project helps low-income homeowners remain rooted in their neighborhoods by improving unsafe or deteriorating housing conditions; and MCC's YouthBuild Program empowers young adults, ages 18-24, to overcome challenges and move towards family sustaining careers through education and hands-on construction training while building homes for low-income families.

Reports to: Executive Director

Schedule: 40 hours/week, occasional nights and weekends

Pay Rate: \$75,000- \$90,000 /annually

Benefits: Health, vision, dental and life insurance, pre-tax flexible spending account, 403(b) defined contribution retirement plan with 3% match, generous paid time off package starting at 20 days per year for full-time employees and 12 paid holidays, phone/technology stipend for eligible positions, and expansive employee assistance program.

Essential Duties and Responsibilities:

1. Supervise construction contracting, project development, and reporting across all agency housing programs (Home Production/CHDO, Neighborhood Improvement Project, and YouthBuild).

2. Supervise housing department staff including Intake Specialist, NIP Expeditor, Construction Project Manager, and co-supervise two Construction Site Supervisors leading construction and training in YouthBuild Program.
3. Lead regular departmental and project meetings to report on work activities and progress, and to keep informed regarding current and future department activities.
4. Oversee and monitor various construction project activities, including real estate acquisition, construction budgets, scope of work estimates, construction project management and completed house sales process.
5. Responsible for identifying, purchasing and financing of properties suitable for rehabilitation and lots for construction of new houses in the City of Milwaukee. Identifies, purchases and finances houses suitable for rehabilitation and lots for new construction. Secures adequate funding from mortgage lenders and subsidy funding, secures all needed approvals (CHDO, YB).
6. Creates construction specifications for each project, a scope of work suitable for soliciting bids from contractors and oversees multiple construction projects. (CHDO, YB)
7. Supervises solicitation and selection qualified contractors for all construction work in accordance with compliance requirements. Schedules and manages construction projects to ensure satisfactory completion and compliance with regulations governing construction. (NIP, CHDO, YB).
8. Monitors project budgets against actuals and ensures adequate cash flow for contractor payments using various funding sources (government funding and mortgage loan facility). Prepares and secures funds and expedites contractor payments while working closely with the Agency's Finance Department.
9. Markets completed houses to income-qualifying homebuyers, collaborates with the Real Estate Broker throughout the process ensuring the sale is completed successfully and with the best outcome for the homebuyer and Milwaukee Christian Center.
10. Prepares and monitors all necessary reporting, including but not limited to funding sources and City of Milwaukee Community Development Grants Administration and Department of Neighborhood Services, and other funding sources.
11. Monitor all federal grant compliance requirements and ensure adherence to those requirements, with emphasis on allowable cost and activities, procurement, eligibility and reporting.
12. Collaborate with Finance Department and Executive Director to ensure timely and accurate real estate transaction information and approvals are communicated with board and leadership
13. Work in collaboration with other agency leaders to pursue funding to support and advance the work of the Housing Department.
14. Serve as a part of the organization's senior leadership team, collaborating with other directors to advance the mission of MCC.

Essential Qualifications:

1. Demonstrated construction project management experience.
2. Proficient computer skills, proficiency with Microsoft Office suite including Excel.
3. Strong verbal and written communication skills.
4. Ability to work as part of a team, while also taking full leadership of the Housing Department and its projects. The ideal candidate will possess strong leadership and collaborative skillsets.
5. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, construction bids and contracts, Real Estate forms and loan documents. Ability

to write routine reports and correspondence. Ability to speak effectively to groups including clients, contractors, building inspectors, and construction crews.

6. Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to calculate figures and amounts such as proportions, percentages, area, circumference, and volume. Measuring skills required. Ability to apply concepts of basic algebra and geometry. Ability to create and understand construction budgets and real estate finance.
7. Ability to solve practical problems and deal with a variety of concrete variables in situations where sometimes only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form. Ability to interpret building codes.
8. The ability to establish and sustain harmonious working relations and to communicate effectively with clients, contractors, funders, building inspectors, and employees at all levels is essential to accomplishment of primary responsibilities.
9. Knowledge of real estate concepts, mortgage and subsidy finances, and building inspection criteria, safety, and good working knowledge of building trades. Real Estate Broker's license valued but not necessary.
10. Ability to lead a variety of projects and tasks simultaneously.
11. City of Milwaukee residency required.
12. Valid driver's license and registered, insured vehicle (required travel to multiple jobs sites daily)
13. Bilingual language skills (Spanish/English) highly valued but not required.
14. Experience with non-profits and/or government programs preferred.

Work Environment

Milwaukee Christian Center is a multi-service organization that works to build strong neighborhoods full of opportunity. We approach that work through four core areas: housing, youth development, older adults, and food security – serving over 7,500 people each year. What began with American Baptist roots providing outreach to immigrants on Milwaukee's south side in 1921, MCC now serves youth, families, and older adults of all races, ethnicities, religions, and ages throughout the city of Milwaukee.

The Director of Housing's office is located within Milwaukee Christian Center's main site, working alongside programming and community members. The position is expected to travel to and spend significant time on construction sites throughout the city of Milwaukee regularly.

Equal Opportunity Employer

Milwaukee Christian Center does not discriminate against any employee, applicant for employment, or client because of race, color, religion, national origin, sex, gender identity, sexual orientation, age, disability, veteran status, or other applicable legally protected characteristics. Milwaukee Christian Center is an equal opportunity employer.