



## Home Acquisition-Rehab Manager

<b>Job Title:</b>	Home Acquisition-Rehab Manager	<b>Job Category:</b>	Non-Exempt
<b>Department/Group:</b>	Technical Assistance- Home Repair	<b>Reports To:</b>	Director of Affordable Housing
<b>Location:</b>	3541 W. North Avenue, Chicago, IL	<b>Travel Required:</b>	Yes, local travel
<b>Level/Salary Range:</b>	\$38,000 - \$45,000 annually (depending on experience)	<b>Position Type:</b>	Full-time

### Job Description

#### Organization Overview:

Since 1982, LUCHA (Latin United Community Housing Association) has served thousands of moderate- and low-income families with Affordable Housing Development, First-time Home Buyer Counseling, Foreclosure Prevention, Senior Home Repairs and Legal Assistance. LUCHA owns and operates 198 units of affordable housing, in the West Town, Humboldt Park and Logan Square Communities, and through its Freddie Mac Borrower Help Center counsels 1,300 families annually in Chicago and the Midwest region. LUCHA also partners with residents, community organizers, financial institutions and government agencies to maintain its \$40 million in real estate assets and to advocate for greater affordable housing options in the region.

#### Position Purpose:

In support of its mission, LUCHA has provided home repairs and modifications for low-income seniors and other households in the community through various funding programs as part of its work to prevent displacement and to increase long-term affordability for home owners. To this end, LUCHA helps income eligible residents/homeowners in targeted areas by providing strategies around energy efficiency and resiliency, healthy homes, and accessibility to allow for residents to stay in their homes and communities. The Home Acquisition-Rehab Manager will play a crucial role in the facilitation of these goals. This position will also play a key role in building the infrastructure for a new community land trust in collaboration with community partners.

#### Job Role and Responsibilities:

The duties of the Home Acquisition-Rehab Manager will include:

- Research and pursue available programs to support the acquisition and rehabilitation of existing properties to preserve affordable housing.
- Research and develop strategies and the framework to develop a sustainable model for an acquisition and home repair program/department and land trust including staffing (internal & external), tools (proformas, software), funding and programs, and partnerships.
- Work collaboratively with community partners to develop the infrastructure for a community land trust.
- Conduct market surveys and site visits to identify potential acquisitions including analysis and documentation of the condition of the exterior, interior and systems of the property.
- Work independently or with consultants to assess the energy efficiency of homes, issues related to healthy living, and/or modifications that can enhance accessibility and to develop a scope of work per project.
- Create project budgets and written recommendations for modifications and/or improvements as defined by the program intent and funding options.
- Manage acquisition of properties with assistance from realtors and legal counsel in alignment with program and budget.
- Coordinate and manage functions to maintain property during acquisition and carrying phase through construction including insurance, site maintenance, taxes, and relationships with neighbors.
- Coordinates the services of realtors, architects, green consultants, contractors in connection with acquisition, design, and construction phases of a project to meet program requirements.



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- Work with government officials to coordinate permits and inspections as required.
- Compile and track client applications for programs utilizing Excel or LUCHA's client management software.
- Counsel and assist residents to practice energy conservation and healthy home measures.
- Report on the impacts of energy conservation practices among program participants.
- Make referrals for energy audits, home improvement loans, and home energy conservation improvements; provide assistance, facilitation, and follow-up as needed.
- Document the scope of work and program requirements within the program budget and for bidding purposes.
- Develop contractor requirements and bid packages and coordinate bidding by multiple contractors
- Lead negotiations and contractor selection process.
- Manage relationship with architect and contractor during construction; attend construction meetings, review submittals and change orders, track budget, and work to resolve any construction related disputes.
- Regularly visit construction sites to track progress of work and to ensure project is on schedule.
- Review and approve payment applications from contractors and maintain project accounting to ensure project stays within budget.
- Maintain all client logs for program compliance purposes.
- Regularly report on project status and program budgets to supervisor.
- Meet with block clubs, local elected officials and other area organizations to recruit program participants.
- Collect documents and schedules appointments with potential clients for home repairs.
- Answer phones and greet clients with professional and courteous tone.

### **Qualifications and Education Requirements:**

- Must be fluent in Spanish.
- Certification in a building trade or college degree in architecture, engineering, or construction management or related field preferred.
- Minimum three years' experience in building repairs, construction, construction management, architecture, nonprofit program management or a related field.
- Familiarity with Home Modification and Weatherization initiatives.
- Experience in public speaking.
- MS Office skills.
- Able to prioritize work and keep calm under pressure.
- Conscientious and detail oriented.
- Ability to work effectively in a team environment.
- Ability to represent LUCHA in a positive and professional manner at all times.
- Must demonstrate integrity and commitment to LUCHA's mission and values.
- Residents of the target neighborhoods in and around Chicago are encouraged to apply.

### Knowledge:

- **City of Chicago CDBG Programs:** Knowledge of City programs, offices, resources, applications processes, and public and private partnerships. Previous experience & On the Job Training.
- **Construction knowledge:** Demonstrated knowledge and understanding of construction practices, building science, and home repair practices including ability to read architectural drawings.
- **Software systems:** Extensive knowledge of Microsoft Office Suite, accounting procedures and policies, financial management software and budgeting. Previous experience.
- **Economics, Finance and Accounting:** Knowledge of general economic and accounting principles and practices. Previous experience.
- **Clerical:** Knowledge of administrative and clerical procedures and systems, such as word processing, managing files and records, designing forms and educational materials, and other office procedures and terminology. Previous experience.
- **English Language:** Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar. Previous experience.
- **Spanish Language:** Knowledge of the structure and content of the Spanish language including the meaning and spelling of words, rules of composition, and grammar. Previous experience.

### Skills:

- **Interpersonal:** Highly-developed interpersonal, oral and written communication skills; excellent presentation skills. Ability to communicate and actively listen at all levels with staff, Board of Directors and external relationships in a professional manner. Previous experience.
- **Relationship Management:** Excellent management of relationships with staff, tax credit partners, government agencies, lending institutions and other LUCHA stakeholders. Previous experience.
- **Fiscal Management:** Experience assisting an accounting department.
- **Complex Problem Solving:** Identifying complex financial, real estate or community planning issues and reviewing related information to develop and evaluate options and implement solutions. Previous experience.
- **Critical Thinking:** Using logic, creative problem solving and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems. Previous experience.
- **Judgment and Decision Making:** Considering the relative costs and benefits of potential organizational actions; to choose the most appropriate course of action in collaboration with the Director of Building Development. Previous experience.
- **Negotiation:** Bringing others together to try to reconcile differences, whether strategic or tactical, community, organizational or departmental. Previous experience.
- **Time Management:** Managing one's own time and the time of others. Previous experience.
- **Writing:** Communicating effectively in writing as appropriate for the needs of the audience. Previous experience.

### Abilities:

- **Ethics:** Genuine and deep-rooted ethical approach to all business, finance, interpersonal and mission-related matters. Previous experience.
- **Task Management:** Ability to prioritize multiple and varied tasks within broad guidelines. Previous experience.
- **Fluency of Ideas:** The ability to come up with a number of ideas about a topic, and the ability to inductively or deductively come about to solutions or resolutions. Previous experience.
- **Mathematical Reasoning:** The ability to choose the right mathematical methods or formulas to solve a problem. Previous experience.



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- **Problem Sensitivity:** The ability to tell when something is wrong or is likely to go wrong. It does not involve solving the problem, only recognizing there is a problem. Previous experience.
- **Written Comprehension and Expression:** The ability to read and understand information and idea presented in writing; and the ability to communicate information and ideas in writing so that others understand. Previous experience.

### Physical Requirements:

- This position regularly requires the incumbent to sit, stand, speak and operate a personal computer.
- Occasional walking and lifting up to 30 pounds.
- Accommodations may be made for individuals with disabilities who otherwise meet the position qualifications and requirements.

### Scope of Responsibility:

- Work with minimal direction in alignment with LUCHA’s mission and vision.
- Increase efficiency and effectiveness of LUCHA’s overall home repair.
- Assess potential properties and estimate cost of necessary rehab quickly. Perform cost benefit analysis to determine feasibility of acquisition and rehabilitation opportunities as they present.
- Collaborate with technical assistance providers to fully develop and implement a stewardship plan for community land trust residents.
- Reports to LUCHA’s Director of Affordable Housing.
- Supervises contractors who perform home repairs.
- Pursue programs and grant opportunities to underwrite home repairs and acquisition costs.
- Reports regularly on program outcomes to partners such as Enterprise Community Partners and the City of Chicago.
- Regularly interacts with LUCHA team, including the Building Development Department and Development and Marketing Department, and the Here to Stay Community Land Trust Board of Directors, along with community partners.

**How to apply:** Send Resume, Cover Letter, and three references via email only, with the subject line “Home Acquisition-Rehab Program Manager” to: Maria Galarza, Administrative Manager at [mgalarza@lucha.org](mailto:mgalarza@lucha.org).

**Deadline for application:** Until the position is filled.

**Potential start date:** March 1, 2020.

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