



Monarch Housing Associates
LISC AmeriCorps Housing Development Service Position Description
Job Location: Cranford, NJ (Hybrid)

Monarch Housing Associates, Inc. is a premier, state-wide non-profit housing consulting company based in Cranford, New Jersey. Monarch's mission is to expand the supply, accessibility and variety of affordable and supportive housing through development, planning, advocacy and partnerships.

Monarch has 30 years of experience working with clients to develop affordable and mixed-income rental housing for seniors, families, and persons with special needs. Our clients include private developers, housing authorities, senior housing associations, hospitals, social service agencies, non-profit organizations, and municipalities. As a result of Monarch's work, more than 3,500 units of affordable rental housing have been created and/or preserved in New Jersey.

Position Summary:

As a member of Monarch's Housing Development Team, the person fulfilling this Local Initiatives Support Corporation (LISC) AmeriCorps service position will assist in the day-to-day management of affordable housing development projects and will provide support in all phases of residential real estate development including acquisition, feasibility analysis, design, land use approvals, budget preparation, financing, construction, and initial leasing/marketing.

Key responsibilities include, but are not limited to:

- Coordinate due diligence for development projects
- Prepare and maintain project development and operating budgets
- Attend and participate in development team planning meetings
- Communicate and manage relationships among development team members
- Conduct research on availability and eligibility requirements of affordable housing finance programs
- Assist with writing and compilation of standard components to be incorporated across grant application packages up to 10% of total service time
- Draft and maintain narrative project profiles in accordance with industry and program standards
- Create, collect, organize and maintain documents and other important project files
- Assemble materials for, attend & maintain notes on local or state-level board meetings
- Report on progress to project supervisors and communicate any needs or challenges
- Attend conferences, symposiums, and other learning/networking events related to affordable housing
- Assist with managing project closing costs
- Assist with assembling paperwork to facilitate drawdowns throughout the construction process
- Participate in placement site teamwide meetings to discuss project roadblocks and brainstorm strategic solutions

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Position Qualifications and Requirements:

- Interest in the affordable housing development process and grant writing.
- Energetic, organized and highly motivated person with ability to work independently and collaboratively. Flexibility and willingness to do a variety of tasks.
- Ability to perform a variety of duties and responsibilities with consistent accuracy, attention to detail, and speed under the pressure of time-sensitive deadlines. Must be able to take initiative, analyze assignments, identify sub-tasks, prioritize, and keep various assignments moving simultaneously.
- Excellent interpersonal, verbal and written communication skills.
- Proficiency in Microsoft Office (Word, Excel).
- A strong work ethic, integrity, and the highest ethical standards.
- Sensitivity to varying cultural, ethnic and social backgrounds, values, and attitudes.
- Possess a reliable car and valid driver's license; willingness to travel within New Jersey.

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Additional LISC AmeriCorps Member Eligibility Requirements:

- Be 17 years or older
- Be a U.S. citizen or permanent resident
- Consent to meet the National Service Criminal History Check Requirement (paid for by LISC AmeriCorps), including:
 - National Sex Offender Public Website (NSOPW) search,
 - State Level Criminal History Search, and
 - an FBI search.
- Have not resigned from a LISC AmeriCorps position and, if having previously served, been exited with satisfactory service from a prior term

Job Schedule and Location:

Hybrid position. Full-time hours, generally M-F, 9:00am-5:00pm. Must be willing to work occasional hours outside normal work hours. Must be able to come into the Monarch office in Cranford regularly. Occasional travel around the state of New Jersey is required.

Compensation:

\$27,200 stipend for 11 month position

Benefits through LISC AmeriCorps Program:

- Health care benefits paid for by LISC
- Upon successful completion of full term of service, member will be eligible for an education award

Monarch is an Equal Opportunity/Affirmative Action Employer and is committed to diversity, equity, and inclusion in its workforce. We encourage candidates that will help us live out this commitment to apply.

How to Apply:

Send cover letter and resume to:

Asish Patel, apatel@monarchhousing.org