



119 West Hall Avenue
San Ysidro, CA 92173
619-428-1115
www.casafamiliar.org

POSITION DESCRIPTION
Acquisition & Finance Officer

- Classification:** Full-Time (Exempt)
- Salary Range:** \$150,000 – \$170,000
- Reports to:** Vice President & Chief Community Development Officer
- To Apply:** Submit resume to hr@casafamiliar.org
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Casa Familiar (Casa) was founded in 1973 and is a 501(c)(3) community-based organization dedicated to serving residents in South San Diego County and specifically the border community of San Ysidro.

Casa Familiar’s mission is to enhance quality of life for low-income individuals and families through advocacy, social services, education, affordable housing, arts and culture, and community and economic development. **Casa’s values are RESPECT, INTEGRITY, FAMILIA, CULTURE, AND COMMUNITY.**

Casa seeks to employ individuals that perform all assignments with a positive “can-do” attitude while demonstrating organizational values. Ideal employees have a strong desire to support Casa Familiar’s mission and the community we serve.

POSITION OVERVIEW:

The Acquisition & Finance Officer is the senior acquisition and finance role. The role is responsible for overseeing and coordinating acquisition and financing for current and future properties that are funded through a variety of private, federal, state, grants and local sources. Focused on affordable housing, the candidate will be a key member of the Company’s acquisition and finance team working in partnership with other real estate professionals in a collaborative, team-oriented environment. The Acquisition & Finance Officer also participates in short and long-term planning of department goals and objectives. Successful work performance requires skill in coordinating work with other departments and outside agencies. The position interfaces closely with Casa Familiar’s Executive Management, Board of Directors, Accounting, Asset and Property Management and staff within the Community Development division.

Real Estate Portfolio & Pipeline: Casa’s housing portfolio consists of several affordable multi-family complexes, community facilities and commercial space, located in the southern portion of San Diego County. Its portfolio includes several large affordable housing complexes in which Casa is the managing general partner. Casa Familiar manages a scattered site portfolio of smaller affordable housing complexes for which it is the sole owner. Casa also operates several community facilities including office space and recreational facilities owned by the City of San Diego. Casa Familiar has a pipeline of projects and is scaling existing capacity for considerable growth.

JOB SUMMARY:

The Acquisition & Finance Officer in collaboration with the community development team establishes a 5-year plan/strategy to scale opportunities. The role is responsible for the build-out of the necessary infrastructure to support the plan/strategy. The Officer oversees the acquisition and finance process, including sourcing, managing due diligence, reviewing third party reports, and working with legal and finance teams to facilitate closings. The role will be to prepare market analysis, financial deal structuring, underwriting and deal summaries for opportunities being considered and/or recommended. The Officer will develop relationships within the brokerage, developer, government entities and lender communities etc. in target markets in the Southbay San Diego County to facilitate opportunities.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Acquisition & Finance of Pipeline Deals – 50%

- Prepare financial models used in structuring transactions. Structure deal points and negotiate with existing and proposed financial partners.
- Manage real estate closing process, including all loan and equity funding.
- Coordinate entitlement process through local governmental agencies.
- Prepare and maintain ongoing project budgets and manage the draw process.
- Planning for and resolving project issues individually and in coordination with appropriate project team members and financial partners in a timely manner.
- Preparing and updating proformas, project timelines and budgets.
- Tracking and coordinating the work of project members and financial partners.
- Build, maintain and monitor financial models in Excel utilizing property financial statements, budgets, leases, expense information and market assumptions;
- Underwriting, analysis and execution of real estate acquisitions;
- Prepare and compile due diligence materials, budgets, financial models and schedules;
- Identify strengths and weaknesses of proposed transactions;
- Produce project acquisition proposals and materials necessary for presentations related thereto;
- Help coordinate the closing of transactions;
- Carry-out market research;
- Plan development from schematic design to construction drawings
- Manage and coordinate external consultants
- Oversee permit submittal package, coordination with the city staff, and obtaining permits for construction
- Generally, stay informed of current industry and market trends including attending industry conferences;
- Facilitate project inspections and tours;
- Create, monitor, track and interpret project data including contracts, schedules, budgets and cash-flows on an on-going basis; and
- Assist in other special projects and assignments as they may arise from time-to-time.
- Work with cross functional teams on any needed communication and engagement strategies necessary for successful acquisition and financing strategies.

Funding Applications & Reporting – 40%

- Oversee the submission of various funding applications.
- With team support, seek out sources of additional funding and help prepare financing applications or provide other documentation in support and provide initial options for acquisition, development, construction, and permanent financing.
- Obtain formal budget approval prior to project implementation, including those requiring expenditure of Casa Familiar internal resources.
- Ensure long-term viability by budgeting adequate reserves and operating expenses in consultation with Property and Management.
- Ensuring the protection of Casa Familiar’s assets and resources through conservative assumptions, and clear documentation of loan and partnership terms.
- Provide oversight of the preparation and submission of required compliance reporting.
- Manage and maintain department files with specific emphasis on the preparation, maintenance and organization of project documents, budgets, financial models, schedules and reports.
- Develop, provide, and present reports, performance dashboards, and other similar materials as required by various stakeholders.
- Maintain effective relationships with residents, community and industry groups, including partners, investors, lenders, and regulatory bodies.
- Work with the Finance Department to review and deliver audits, budgets, monthly reports and updates to required parties including executive leadership and board of directors.

Other Duties - 10%

- Participate in various external working groups dedicated to community development and/or asset and property management
- Participate in various agency events and initiatives as required or needed
- Other duties as assigned

Supervision: This position can expect to oversee a staff of approximately two people.

SKILLS, EXPERIENCE, AND EDUCATIONAL REQUIREMENTS:

- 5-10 years of real estate acquisition and underwriting experience preferred
- Ability to assess, underwrite and value affordable multifamily real estate investments.
- Understanding, structuring and documenting and the acquisition and financing of multifamily development.
- Understanding of specialized financing programs used in affordable housing.
- Advanced Excel experience, strong analytical and financial modeling skills preferred.
- Firm understanding of the various Federal programs for affordable multifamily properties such as tax credits, bond caps, Section 8 rent support, etc.
- Understanding of the various tax and financing alternative programs
- Direct, manage and lead the work of internal staff; oversee and monitor the work of outside

vendors for compliance with scope of work contained in contracts; manage relationships with key stakeholders such as financial sources, contractors, consultants, and community leaders

- Detail-oriented with a commitment to a high-quality work product.
- Ability to think independently and present viewpoints in a thoughtful and professional manner.
- Strong organizational skills
- Ability to present information in oral and written form clearly and concisely.
- Well-developed interpersonal and communication skills.
- Passion for the field of real estate acquisition/ real estate development
- Outstanding analytical, verbal, and written communication skills
- Computer Proficiency in Word, Excel, and Outlook
- Broker's license a plus
- Ability to read, interpret, and present financial and acquisition data
- Ability to work with diverse cultures and aptitudes
- Bilingual English/Spanish preferred
- Valid California driver's license and regular availability of an insured vehicle for travel within the San Diego County area

ADDITIONAL INFORMATION:

This position requires sitting at a desk or workstation, walking, standing, climbing stairs, hearing, speaking, being able to lift up to 25 lb., and being able to drive to the bank and do other errands pertaining to organizational operations. A background check is required. In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification document form upon hire. This is a full-time, exempt position with occasional work responsibilities on weekends and/or evenings depending on the season calendar.

Casa Familiar is an equal employment opportunity employer. Casa does not and shall not discriminate based on race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.

BENEFITS SUMMARY:

- Medical, dental, vision, and life insurance
- 403(b) Retirement – Casa contributes 3% of your annual income.
- 403(b) Retention Benefit – additional contributions are given based on years of service: 10 years \$5K, 16 years \$10K, 21 years \$15K, 26 years \$20K
- Annually - PTO 5 paid days off (1st year), 8 hours a month of sick leave (12 sick days a year), 12 paid holidays, 6 paid wellness days, paid winter break



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(Dec. 23 – Jan. 3 but dates may vary slightly - this break is subject to change if business needs change)

- Bereavement - up to 5 days
- Jury Duty - up to 3 days
- Employee Assistance Program (EAP)
- *Potential* for hybrid working

