



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

POSITION DESCRIPTION
Director of Project Finance

Classification: Full-Time (Exempt)
Salary Range: \$120,000 – \$150,000
Reports to: Acquisition & Finance Officer

To Apply: Submit resume to hr@casafamiliar.org

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 Director of Project Finance supports the development process from project inception to project completion and stabilization. The role is responsible for supporting the financing of projects through the lifecycle of project development 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 community development team working in partnership with other real estate professionals in a collaborative, team-oriented environment. 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 Director supports the acquisition and finance process, including sourcing, managing due diligence, reviewing third party reports, and working with legal and community development teams to facilitate closings. The role will be to prepare financial analysis, underwriting and deal summaries for opportunities being considered and/or recommended and monitor the proforma performance throughout the project lifecycle. The Director will support 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:

Finance of Pipeline Deals – 40%

- Build, maintain and monitor financial models in Excel utilizing property financial statements, budgets, leases, expense information and market assumptions;
- Support the underwriting, analysis and execution of real estate acquisitions;
- Prepare and compile due diligence materials, budgets, financial models and schedules;
- Produce project acquisition proposals and materials necessary for presentations related thereto;
- Help coordinate the closing of transactions;
- Maintain and update due diligence checklists for transactions;
- Prepare budgets, financial models, market reports necessary for debt/equity proposals and investor reporting (and then produce such proposals and reports);
- Carry-out market research;
- 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, Budget Tracking & Reporting – 40%

- Support 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 Asset Management.
- Ensuring the protection of Casa Familiar's assets and resources through conservative assumptions, and clear documentation of loan and partnership terms.
- Oversee project budget and budget tracking, review draw requests and track project flow of funds, reimbursements etc.
- Support the preparation and submission of required compliance reporting.
- Monitor project through to operational stabilization
- 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 - 20%

- Participate in various external working groups dedicated to community development and/or affordable housing etc.
- Participate in various agency events and initiatives as required or needed
- Other duties as assigned

Supervision: This position is not expected to directly supervise staff. This position is expected to act as the owner's representative for pipeline projects and oversee the vendors and contractors.

SKILLS, EXPERIENCE, AND EDUCATIONAL REQUIREMENTS:

- 3-5 years of real estate finance underwriting experience preferred
- Ability to assess, underwrite and value affordable multifamily real estate investments.
- Advanced Excel experience, strong analytical and financial modeling skills preferred.
- Financial Analysis: Prepare financial models used in structuring transactions.
- Support real estate closing process, including all loan and equity funding.
- Support entitlement process through local governmental agencies.
- Prepare and maintain ongoing project budgets and manage the draw process.
- 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
- 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 finance/ real estate development

- Outstanding analytical, verbal, and written communication skills
- Computer Proficiency in Word, Excel, and Outlook
- 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
- (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