

## The Opportunity

The Baltimore Regional Housing Partnership (BRHP), which operates the Baltimore Housing Mobility Program, is a 501(c)(3) that assists over 4,000 qualified families in moving from areas of concentrated poverty and obtaining quality and affordable housing in communities with strong schools, low crime, and ample job opportunities in high opportunity areas within Baltimore City and Anne Arundel, Baltimore, Carroll, Harford, and Howard Counties.

BRHP is accepting applications for a Real Estate and Procurement Manager. The Manager's primary responsibilities are to oversee a regional scattered site and multifamily Project Based Voucher development program in compliance with HUD regulations. This position is responsible for implementing the program and developing additional strategies to increase high quality housing opportunities throughout the region. The position will also help oversee procurement efforts to support BRHP's operations. This position will report directly to Managing Director of Operations and Program Evaluation. This is an exciting opportunity for a candidate to join one of the most innovative Housing Choice Voucher and housing mobility programs in the country.

## Essential Duties and Responsibilities

*The below statements are intended to describe the general nature and scope of work for the Real Estate and Procurement Manager. This is not a complete listing of all responsibilities, duties, or skills required.*

- Developing partnerships and educating developers interested in participating in the Baltimore Housing Mobility Program, the Regional Project Based Initiative, or any other development initiative associated with BRHP
- Updating and enhancing the BRHP's development plan to ensure strategic usage of limited financial resources, including pursuing additional funding mechanism and partnerships through Low Income Housing Tax Credits or other affordable housing funding streams
- Managing all transactions, in compliance with federal, state and local requirements, related to the development program
- Coordination and oversight of Project Based Voucher contracts
- Ensuring occupancy of units is maximized through timely, consistent notification of parties
- Preparing and submitting HUD evidentiary documentation, rental term sheets, environmental and subsidy layering reviews required for HUD Field Office review and approval of development units
- Coordinating any other required documentation between developers, HUD and other parties
- Monitoring regional development efforts and identify projects that may benefit BRHP families
- Managing procurement efforts in a manner consistent with BRHP bylaws, Federal, state and local laws, as well as best practices for non-profit entities
- Drafting procurement documents such as Requests for Proposal, Requests for Quotes or Qualifications

- Maintaining accurate, timely and consistent procurement documentation

### General Requirements

- Honesty and integrity
- Professional behavior and respect for colleagues, clients and external partners
- Collaborative, supportive approach to work, open-minded to learning new processes
- Track record of reliable attendance and punctuality
- Strong work ethic
- Ability to work in a fast-paced environment and to handle and prioritize multiple projects, deadlines, and excellent time management
- Experience working with a diverse population

### Required Knowledge and Skills

- Ability to gain thorough knowledge of and to interpret and implement BRHP's policies and procedures
- Ability to act as a representative of BRHP to the public
- Strong understanding of Baltimore region rental market
- Ability to gain thorough understanding of HUD regulations, particularly related to affordable housing development
- Excellent customer service and organizational skills
- Excellent written and oral communication skills
- Strong attention to detail and critical thinking skills
- Ability to perform the duties of the position with minimal direction through their own initiative

### Qualifications

- Four year degree from a regionally accredited institution in public administration, real estate management, social science or closely related fields
- Minimum of five years of progressive experience in affordable housing development and/or real estate transactions
- Adept with Microsoft Excel and SharePoint
- Valid Maryland driver's license and automobile insurance required

### Preferred Qualifications

- Prior experience with U.S. Department of Housing and Urban Development funded housing programs
- Knowledge of Housing Choice Voucher program regulations
- Familiarity with Yardi database
- Experience developing or managing mixed-finance affordable housing properties
- Experience with structured procurement
- Prior experience as a licensed Maryland real-estate agent

## How to Apply

- Submit a cover letter and resume tailored to the Real Estate and Procurement Manager opportunity to [resumes@brhp.org](mailto:resumes@brhp.org). Applications are reviewed on a rolling basis, so please apply at your earliest convenience and no later than March 20, 2020.
- For more information about the organization, visit [www.brhp.org](http://www.brhp.org)
- Job Type: Full-time, exempt
- Salary: \$60,000-\$63,000/annually