



Monarch Housing Associates
LISC AmeriCorps 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 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:

- Coordinating due diligence for development projects.
- Preparing & maintaining project development and operating budgets.
- Attending, taking notes on, and participating in development team planning meetings.
- Communicating with & managing relationships among development team members.
- Researching affordable housing finance programs & resources and compile notes on relevance, availability, & eligibility requirements.
- Assisting with writing and compiling standard components for grant application packages (up to 10% of the time).
- Drafting & maintaining narrative project profiles in accordance with industry & program standards.
- Proofreading, editing, and revising documents for accuracy, clarity, and grammar.
- Creating, collecting, organizing, and/or maintain documents and other important project files.
- Assembling materials for, attending, and maintaining notes on local or state-level board meetings.

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- Reporting on progress to project supervisors and communicating any needs or challenges.
- Attending conferences, symposiums, and other learning/networking events related to affordable housing.
- Assisting with managing project closing processes.
- Assisting with assembling paperwork to facilitate drawdowns throughout the construction process
- Participating in teamwide meetings to discuss project roadblocks and brainstorm strategic solutions.

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AmeriCorps Member Eligibility Requirements:

- Be 17 years or older
- Have a high school degree, a GED, or must agree to achieve their GED within the term of service
- Be a U.S. citizen or permanent resident
- Consent to complete a national sex offender registry check, a state criminal record check, and a FBI level check (paid for by LISC AmeriCorps)
- Be eligible to receive the education award if previously served with any national service program
- Have an interest in and ability to work with diverse groups of people, including community members in disinvested neighborhoods

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.

Job Schedule and Location: 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 as needed. Occasional travel around the state of New Jersey is required.



Compensation: \$25,500 for 11 month position plus Education Award. Health insurance eligible through AmeriCorps.

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

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