



MKI Training Program Consultant August 2024 – March 31, 2025

The Massachusetts Association of Community Development Corporations (MACDC) is an association of mission-driven community development organizations dedicated to creating places of opportunity where people of diverse incomes and backgrounds access housing that is affordable, benefit from economic opportunities and fully participate in the civic life of their community.

About the Mel King Institute

The Mel King Institute for Community Building is a program of MACDC that fosters vibrant and thriving Massachusetts communities by advancing the skills, knowledge and leadership ability of professional practitioners and volunteer leaders in the community development field. We leverage collaborative professional and educational partnerships that increase access, encourage innovation, and build the capacity of the community development field.

Program Description

The Mel King Institute is committed to supporting and increasing the number of affordable housing project managers at CDCS and in the field. Our goal with the series is to provide consistent training and skill building for those new to the role, or those looking to advance into this rewarding work. The MKI Training Program Consultant will work with MKI's Professional Education team to design and plan the launch of the Building Foundations Training series this fall. Our training objectives include:

- **Providing a quality comprehensive training series** to prepare affordable housing project managers for the complex process of financing and developing housing in Massachusetts.
- **Increasing the “pipeline” of skilled affordable housing project managers**—CDCs as well as other nonprofit and for-profit developers continue to seek entry, mid and senior level project managers.
- **Diversifying the backgrounds of project managers**—Professionals in construction management, property management, and market rate developers in gateway cities, need access to the tools and the networks for affordable housing project management. This also means uplifting the knowledge of WMBEs positioning them as competitive players in the housing sector.
- **Reflecting community demographics**—Our neighborhoods and communities are diverse in race, cultural backgrounds, and income. Representation is important and builds community wealth. We look to increase the number of people of color in project management in affordable housing development.

The Building Foundations program will offer the following sessions:

Detailed overview of the affordable housing development process in Massachusetts, including identifying and securing sites, permitting, budgeting, financing (including terms, timelines, public and private funders), contractor bidding, and other predevelopment tasks, to prepare project managers for every step in the process. This includes case studies, key agency and organization mapping and essential applications and timelines.

Affordable Housing Finance Series

Review of a financial model template / Development and Operating Proformas

Accessing Low Income Housing Tax Credits

Asset Management overview

Key programs- overview of One Stop Application / LIHTC

Community of Practice webinars to enhance participants knowledge of the affordable housing system led by the Training Program Consultant and other experts in the field for 4-6 sessions such as design, how to read plans, construction management, how to work with OPMs, working with lenders/ investors, zoning, and legal issues.

The MKI Training Program Consultant Role:

The MKI Training Program Consultant reports to the MKI Director and collaborates with the Advisory Committee. This Consultant will define clear session goals and learning outcomes, coordinate the training instructors, and serve as a liaison to the MKI program partners. Please note there is a separate training and instruction budget for this program. The program Consultant may elect to offer to instruct some of the curriculum in addition to coordinating the program development and implementation.

Curriculum Development

- Assisting in the research, design, and planning of the new Building Foundations Project Manager Training Series,
- Developing clear goals and outcomes for the sessions,
- Assisting in the production of program and resource materials as needed,
- Creating content for marketing the sessions on website and related promotional materials,
- Recruiting and securing a diverse pool of instructors or session leaders including practitioners and affordable housing stakeholders for the fall launch, and
- Managing and maximizing the program budget.

Program Management

- Meeting regularly with the MKI Director
- Advisory committee communication with the committee and facilitation of 3-4 virtual meetings with the advisory committee for feedback and guidance

Please note the Mel King Institute will coordinate the logistics of the training, enroll students, and manage the administrative aspects of the program. This includes promoting the sessions, creating marketing materials, and conducting outreach to MACDC members and the MKI network.

Skills and Experience

- Proven experience in developing and financing affordable housing,
- Awareness of the core competencies needed in developing and financing affordable housing,
- Knowledge of the affordable housing eco-system including players, funders, programs, policies, and agencies,
- Keen awareness of the nuances, challenges, and tension of the work and how to navigate them,
- Experience in delivering trainings, curriculum, and content for delivery in-person and online,
- Strong verbal and written communication skills,
- Access to a broad network of seasoned affordable housing professionals.

Compensation/ Hours:

- \$20,000 Compensation (est. 3-10 hours a week)
- **Start date:** August 2024 **End Date:** March 31, 2025

To apply please email your resume, proposal, and cover letter to Shirrondaa@madc.org and include three references.

We are actively interested in ensuring that MACDC represents a range of experiences and backgrounds. All qualified applicants will receive consideration for employment without regard to race, religion, color, national origin, age, gender identity, sexual orientation, disability status, or any other characteristic protected by applicable law.