



# Real Estate Solutions Consultant (Nonprofit CDFI) San Francisco Bay Area October 2021

## WHO WE ARE

Communities on the margins of opportunity deserve a trusted partner on their journey towards financial growth and stability. As a locally invested, collaborative partner in social justice and financial equity, Community Vision provides nonprofits, small businesses, and social enterprises with strategic investment and guidance, to deepen work, scale impact, and strengthen our communities.

We know that supporting community-owned and community-governed projects creates shared prosperity and builds collective, and self-directed, economic and political power. This position will put you at the forefront of exciting organizational growth and the re-envisioning of how we carry out our work; creating greater efficiency internally and deeper impact externally.

Community Vision is dedicated to anti-racist practices and to building an anti-racist organization. This includes treating colleagues with respect, supporting the vision of the organization, and acting as ambassadors of [our values](#).

## THE OPPORTUNITY

Community Vision's Real Estate Solutions team provides customized technical assistance and advising in two key areas – financial management and real estate consulting services – to nonprofits rooted in and serving communities on the margin of opportunity. Our innovative program provides expert consultations and training in real estate and related financial management to ensure communities are anchored with the direct/human services and arts and culture programs that they want and need. Through our client engagements, we provide guidance to organizations seeking to expand capacity, evaluate real estate readiness, and use financial resources more strategically. In addition to this strategic guidance, the team also administers grantmaking programs that support community real estate projects.

The **Real Estate Solutions Consultant** builds and maintains trust-based relationships with Bay Area and/or Central Valley nonprofit organizations in planning and implementing real estate projects. The Consultant will demonstrate strong multi-tasking abilities with their leadership of and support for simultaneous projects of different sizes, scopes, timelines and locations. This work includes assisting clients with revealing and cataloging space and location needs; building board and staff's understanding of the real estate process, assessing the financial feasibility of a

real estate project; identifying and analyzing suitable sites; and, when needed, assembling a development team for a project.

## WHAT YOU WILL DO

- Build trust-based, collaborative relationships with nonprofit leaders, board, staff and their communities, to develop their understanding of the real estate process and identify and implement real estate solutions for their organization.
- Support real estate projects with needs and feasibility assessments by preparing and analyzing space and location needs, financial models for program and organizational budgets and forecasting, project sources and uses, real estate pro forma and occupancy cost projections, and financing scenarios.
- Determine clients' ability to take on debt and/or fundraise for a project and assess overall financial ability and organizational capacity to own and/or lease and manage real estate.
- Looking across market and non-market sites, support clients in identifying and analyzing sites and securing program/office space under favorable lease or ownership agreements.
- As needed, assemble development teams to deliver projects including project manager, legal counsel, architect, general contractor. May coordinate some predevelopment activities by soliciting bids, evaluating responses and securing vendors/providers.
- Prepare and deliver written feasibility reports/analyses and summary presentations as necessary for clients. Further, prepare project summaries for external funder reports.
- Present at real estate development and financing related webinars, workshops, and cohort gatherings. Develop new offerings, tools, and resources in coordination with training staff.
- Develop professional services, resources, and funding referral networks, and navigate clients to these networks and opportunities as needed.
- Collaborate with Community Vision staff to coordinate client strategies and services.
- Pursue professional development opportunities and maintain needed job knowledge, skills, and competencies by participating in educational programs and learning networks.

## WHO WE'RE LOOKING FOR

### Ideal qualifications

- 4+ years of experience through combined educational or professional experience in one of the following fields: community, economic, real estate, or affordable housing development, urban planning, nonprofit management, nonprofit real estate lending (CDFIs), construction and project management, or architecture.
- Experience with providing technical assistance and advising to organizational leaders that places a strong emphasis on a 'trusted advisor' approach to relationship management.
- Ability to design and explain financial models (pro forma, budgets, etc).
- Experience delivering training and group presentations. Experience developing educational experiences for adults is a plus.
- Understanding of the issues facing and operating structure/culture of nonprofits. Ability to work with a range of nonprofit clients that reflect the diversity of the Bay Area, Central, and Northern California.
- Understanding of community and traditional financing, integrated capital strategies, and philanthropic fundraising is a plus.

- Relationships in or authentic understanding of Bay Area communities of color, low-income communities, and/or other disinvested communities.
- Be enthusiastic and curious. Have an entrepreneurial and collaborative spirit. Bring an equity lens to community real estate. Have a passionate commitment to work in community development and strengthening nonprofits.

## MORE ABOUT THE POSITION

The **Real Estate Solutions Consultant** is a full-time exempt position. This position reports to the VP of Real Estate Solutions. The salary for this position is between \$84,975 - \$108,150 annually, depending on experience. Benefits include: 100% health insurance premium coverage for employees and a contribution towards dependent coverage, dental insurance, long-term disability and life insurance, transportation and cell phone subsidies, employer contributions towards retirement savings, three weeks' vacation, and a commitment to work/life balance. Occasional evenings and out of area travel may be necessary. Position involves regular computer and telephone use plus some minimal lifting. The position can be based at either of Community Vision's offices in San Francisco or Oakland. All staff are working remotely until January 2022.

## TO APPLY

Send resume and cover letter via email to [hr@communityvisionca.org](mailto:hr@communityvisionca.org). Subject line should read: **Real Estate Solutions Consultant**. Cover letters should discuss your interest in the position and in working at Community Vision. For full consideration please submit by November 16, 2021. Position will remain open until filled.

For more information on our programs and services, please visit our website at: [communityvisionca.org](http://communityvisionca.org).

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Community Vision is an equal opportunity employer and is committed to providing applicants and employees with a diverse, equitable and inclusive environment free of discrimination and harassment. All employment decisions at Community Vision are based on business needs, job requirements and individual qualifications, without regard to age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), sexual orientation, or any other status protected by the laws or regulations where we operate. Community Vision will not tolerate discrimination or harassment based on any of these characteristics and encourages applicants with these characteristics to apply.