



Project and Stewardship Manager Profile

0.75-1.0 FTE

Reports to MHT Executive Director

MHT seeks a Project and Stewardship Manager who:

- **Shares a Passion for Our Mission** – Everyone associated with MHT believes deeply in the need for quality, affordable housing in the Methow Valley and our shared commitment to this mission is what makes us strong and effective. We are nimble, innovative, open to smart risks, and committed to thoughtful processes grounded in inclusivity and in taking the time to ensure we involve all voices.
- **Believes in Collaboration** – We work as a cohesive team at MHT – Board and Staff and our contracting partners (construction crews, designers, etc.). We seek a Project and Stewardship Manager who enjoys working in a team, recognizes that our contractors and homeowners are a critical part of our team, and values finding the process and outcomes that work for all.
- **Pays Attention to All the Details** – Construction projects are complex with many moving parts and lots of time-sensitive decision-making. We will be building several new neighborhoods of homes over the next few years and we have a “forever” responsibility for the neighborhoods we create. We need a Project and Stewardship Manager who can juggle all the details and create effective systems and policies to ensure we are making efficient and sound decisions in our building projects.
- **Can Help us Grow Our Post-Building Homeowner and HOA Education and Support Systems** – Our Project and Stewardship Manager will work with our Housing Advocate to build a structure for post-purchase homeowner education and support. They will also create a system for effectively and efficiently handling homeowner needs and will ensure that neighborhood HOA's are running effectively. Our role in affordable housing does not end when the building is complete.
- **Values Building Relationships** – Whether managing contractors and subcontractors or working with our homeowners, our Project and Stewardship Manager needs to value building strong relationships grounded in trust. We seek someone who knows how to work with our partners and be a good partner.

- **Clearly and transparently communicates** in both written word and in person. We are an organization that believes in direct, honest communication and we aren't afraid to have hard conversations. We seek someone who can respectfully facilitate conversations that focus on solutions.
- **Finds Joy in Our Work and Workplace and Can Imagine a Career With Us** – Our work can be literally life-changing and it involves deadlines and complexities we can't always predict. We seek someone who embraces agility as a key trait for success and who will thrive in our culture focused on having an impact.

We seek a Project Manager with:

- Demonstrated experience with construction project management and oversight (residential building experience, permitting, site plans, etc.).
- The ability to build supportive and trusting relationships with our general contractors, subcontractors, and industry partners.

We seek a Stewardship Manager with:

- Experience with (or willingness to learn about) Homeowners Association structures and requirements.
- People skills, balancing supporting new homeowner needs and questions while encouraging their transition toward independence.

We seek a staff team member with:

- An understanding of the affordable housing issues facing rural mountain valleys like the Methow Valley.
- Proficient computer skills and excellent written and verbal communication skills.
- Willingness to step in and take on new projects when the mission needs it.

Our Project and Stewardship Manager will join an enthusiastic and committed team. We expect our Project and Stewardship Manager to act in accordance with and contribute to MHT's existing values and strengths, including:

- Our track record of immediately having a positive impact on the affordable housing crisis in the Methow Valley by building 21 homes in just four years.
- A professional Staff who are extremely dedicated to this mission.
- A strong Board of Directors that helps guide the organization and who represent the community at large. Our Board and Staff work well with mutual trust and respect.
- A successful capital campaign to help fund the next 5-10 years of projects already underway and with significant momentum.
- A grounding in the Community Land Trust Model, which has been working well in many communities throughout the country for over 50 years.

Job Duties:

A successful MHT Project and Stewardship Manager will be responsible for the development and management of systems, policies, and relationships that ensure the success of MHT construction projects, home occupancy, HOAs and responsible

stewardship of the entire portfolio of MHT homes long-term. Duties include but are not limited to:

Project Management

- Act as a support and oversight person (under the MHT's Executive Director's guidance) with MHT's General Contractors (GC) and their crews on active building projects.
- Manage permitting, building plan review, and site inspections.
- Work with utility vendors to plan, connect, and transfer utilities during and after construction.
- Review and approve monthly invoicing relative to approved project budgets.
- Provide monthly updates to the Executive Director, Chief Operations Officer (COO), and Land & Housing Development Committee (LHDC) on financial and building progress updates for each project and phase of construction.
- Coordinate with the COO to ensure proper insurance coverage for all active projects.
- Manage the new homeowner occupancy process. Create systems and documentation that educate new homeowners about their homes and systems. Act as a liaison between the GC and new homeowners as inevitable new construction issues arise.
- Attend LHDC meetings on a quarterly basis to provide project updates and seek feedback on projects.
- Create assessment plan for portfolio of MHT homes to help guide future home design.

Homeowner and HOA Liaison

- Manage MHT portfolio of homes (and homeowners) in Homekeeper Database.
- Act as a point of contact for MHT homeowners once they settle into their homes.
- Create and maintain self-help homeowner resources for each project and home.
- Complete and document annual exterior inspections of each home.
- Complete and document annual occupancy verifications, verifications of adequate insurance coverage, and confirmation that taxes are current.
- Assist with MHT home resales.
- Assist with the development of each neighborhood HOA.
- Attend quarterly meetings for HOA's, act as Treasurer for the first year, assist with officer elections, setting up systems for budgeting, community decision-making and on-going enforcement of CCRs.

Methow Housing Trust is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. We acknowledge that we are doing our work on the traditional homeland of the Methow People. We are committed, as an organization, to furthering our understanding of the issues of equity in our work and to adjust our policies and practices to promote inclusion.

Compensation and Benefits: Salaried 0.75-1.0 FTE, and DOE, \$38,000-58,000.

2 Weeks paid vacation plus holidays, health plan option. 3% retirement match after first year.

To Apply:

Please send a cover letter, resume, proof of COVID vaccination and list of three references. Your cover letter should address why this particular opportunity interests you, which aspects of this job profile especially speak to you, and why you care about affordable housing.

Please email your materials to danica@methowhousingtrust.org. If email is not an option for you, you can mail your materials to:

Methow Housing Trust, c/o Danica Ready
31 West Chewuch Rd. Suite 102,
Winthrop WA, 98862

We will begin review of applications on December 6th.