

The Kelsey an early-stage social impact organization developing inclusive mixed ability, mixed income housing communities and scaling practices and policies to solve the housing challenges impacting over 6.1 million adults with intellectual disabilities and their families. We just completed a year of predevelopment and organizing [work](#) with funding from the Chan Zuckerberg Initiative, have our first site in development [in San Jose](#) with \$11M in city funding, and future projects to follow. We anticipate significant growth over the next 6-12 months and looking for someone to help lead that growth.

Director of Finance and Operations

The Director of Finance and Operations will oversee all areas of the operations, financial management, and funding strategy for The Kelsey as we create inclusive mixed ability, mixed income communities in the Bay Area and beyond. Candidates will balance day-to-day leadership and management of project financing and organization operations with our long-term vision for growth, scale, and impact. As a critical early team member, this person will help shape the organization's strategy and vision, providing input on operating issues, growth areas, and financing opportunities.

The ideal candidate has worked in real estate development, city or regional government, and/or housing finance. Individuals who have related experience and a willingness to learn and grow quickly are welcome to apply. Candidates are eager to apply your skills to an entrepreneurial project addressing a critical housing crisis with an innovative new approach utilizing public-private partnership. They're curious, driven, passionate, and able to manage projects across stakeholders, focus areas, and sectors.

Full-time. Flexibility to work remotely as desired. In person required 2-3 days weekly in Bay Area.

RESPONSIBILITIES

- Manage operations and build infrastructure and processes that position The Kelsey for long-term success.
- Cashflow management, financial oversight, and budgeting.
- Build and maintain financial pro formas and project-specific financial modeling.
- Manage relationships with financing partners. Develop and execute applications, LOIs, term-sheets, and reports for diverse funding sources.
- Identify and create strategy around new funding opportunities and financial models for The Kelsey to be successful in creating mixed income, mixed ability communities at scale.
- Report on operations and finances to the Board of Directors.
- Support development of The Kelsey's team, strategy, and vision.

QUALIFICATIONS

- Experience in real estate development and project management (market rate or affordable), city planning, housing finance, or community development.
- Knowledge of affordable housing finance and real estate finance.
- Ability to manage and integrate quantitative and qualitative approaches in modeling, community research, project design, and program development.
- Strong project management skills.
- Proficiency in financial analysis for real estate development and operations.
- Understanding of organization budgeting, financial planning, and strategy

Applicants should email resumes to micaela@thekelsey.org.