Mixed Income Neighborhood Trust (MINT) Director  
(AKA Project Manager for an innovative affordable housing land trust model) 
East Colfax Community Collective

The East Colfax Community Collective (EC3) is a grassroots, community-led organization of local non-profits, immigrants, refugees, small business leaders, renters, homeowners, and allies whose mission is to ensure that policy decisions in East Colfax are driven by the diverse community members that call East Colfax home.

The MINT Director role is an integral part to achieving long term housing stability for hundreds of East Colfax residents. The MINT model will revolutionize affordable housing and provide an achievable solution to the housing crisis. While the first phase aims to acquire 100 units, our long term goals include expanding the portfolio every year to ultimately bring 1000+ units into perpetual stability. The opportunity for growth in this role includes holding significant influence in shaping affordable housing in Colorado, working with experienced partners in the housing field, and bringing creativity and innovation to the complex problem of the housing crisis.

The Mixed-Income Neighborhood Trust (MINT), designed by nonprofit Trust Neighborhoods, is an innovative and radical affordable housing model that pushes the envelope on how affordable housing is done. The MINT acquires and operates real estate with a focus on protecting renters from displacement.

EC3 and Trust Neighborhoods are partnering to design and launch Colorado’s first MINT. In its first phase, the MINT will acquire and renovate approximately 100 units over the course of 2024, with a focus on permanently preserving affordability for East Colfax and North West Aurora renters. The MINT Director, under EC3 leadership’s direction, will be responsible for getting this new innovative affordable housing model off the ground, including overseeing the day-to-day management and administration of the East Colfax MINT.

MINT Director Focus Areas

- Manage the launch and ongoing operations of the East Colfax MINT
- Oversee real estate responsibilities in compliance with EC3’s core values
  - Identify and evaluate potential acquisition & rehab opportunities, including analyzing real estate submarket, working with pro formas, collecting renovation estimates, and coordinating due diligence, in partnership with Trust Neighborhoods. In the initial phase, development activities will also be undertaken in partnership with an experienced development partner.
  - Manage construction partner(s) and property management partner to ensure efficient operations from acquisition and construction to leasing
  - Manage and maintain budget and schedules
Establish key policies, such as renovation standards, rent setting framework, leasing guidelines, and marketing plan for units

- Serve as the main point of contact with other service providers, such as lenders, insurers, accountants, and legal counsel
- Support resident engagement efforts to identify and codify community priorities for the MINT
- Prepare materials and meeting agendas for the two governance boards of the MINT: the Operating Board and the Trust Stewardship Committee
- Identify opportunities to continue to grow and expand the MINT’s focus of preserving affordability for renters, including pursuing partnership opportunities

CORE SKILL SETS & EXPERIENCE:

- 100% follow through on commitments
- Passion and love for East Colfax & North Aurora
- Extensive detail-oriented skills, organized and able to work in a multi-tasked environment
- Deep experience in real estate development and affordable housing is highly preferred
- Program management and community development experience preferred
- Demonstrate ability to work with people from diverse backgrounds and languages
- Excellent written and verbal communication skills with strong interpersonal skills
- Adherence to strict confidentiality surrounding client information and records
- Computer skills in Google Workspace, Word, Excel, and the use of email and other applications is mandatory

SALARY AND BENEFITS:

- Starting salary of $71,500-$74,500 depending on proven experience in the field/role. You will be paid through direct deposit twice a month
- New employees are eligible for Medical, Dental, Vision and Life insurance. EC3 will contribute 95% toward the cost of the employee-only medical premium
- EC3 will contribute 50% of the employee-only Dental and Vision insurance premiums and 100% of the Life insurance premium
- $50/month Phone Stipend
- Each month you will accrue 13.3 hours of vacation time you can use in coordination with prior approval from your supervisor for a total of 160 Hours of PTO in year one
- $100/month Health and Wellness allowance reimbursement
- Yearly funds for professional development and capacity building. Prior approval from your supervisor is required

Working Conditions: Work is performed about half in an office setting and requires sitting for extended periods, and half out in the community traveling. As such, it may include walking, standing, lifting up to 30 pounds, carrying, pushing, pulling, bending, reaching, climbing, balancing, stooping, and kneeling. Work also includes manual dexterity for typing/operating
computer, holding, grasping, and turning objects. Work also requires the ability to speak and use normal or aided vision or hearing.

**EC3 is an equal opportunity employer and dedicated to a policy of non-discrimination and equal opportunity for all employees and qualified applicants. People with disabilities, immigrants and refugees, people of color, indigenous people, and LGBTQ candidates are encouraged to apply.**

Applications will be accepted until the role is filled. Send a cover letter and your resume to Kalena Wong, Operations Director, at kalena@eastcolfaxcc.org. Learn more about us at eastcolfaxcc.org.