



## **Assistant Director - Center for Manufactured Housing Studies**

The Center for Manufactured Housing Studies (CMHS) has as its mission providing research, resources, and outreach to the manufactured housing industry with a specific focus on affordable housing, sustainable and high-efficiency construction practices, and community development. The Assistant Director will have a central role in charting the Center's direction and scope, and will conduct the day to day activities of the CMHS.

It is anticipated that during the initial development period of the Center that the Assistant Director will take lead responsibility for the manufactured housing activities and MH portfolio of Athens, Ohio-based Capstone Properties as a means to acquiring working expertise in the construction, management, and investment practices of the MH industry.

The assistant director will interact with key constituents nationally in the manufactured housing industry, and have responsibility for outreach, administration and management of the Center's activities, support of the Center's research and writing efforts, and conference event planning, with the expectation that the Assistant Director emerge as an expert in the field and eventually take over Directorship of the Center.

As manager of Capstone's manufactured housing portfolio, the assistant director will be involved in all facets of the manufactured housing industry, including construction and renovation, retail sales, investment analysis, and community management. The role would have significant construction and renovation work -- plumbing and electrical wiring; carpentry; HVAC; roofing; etc. -- landscaping design and layout, maintenance, marketing and leasing, and home transportation and setting. In sum, a depth of experience as a base for future knowledge leadership of the Center. These activities along with eventual responsibilities for acquisition, real estate development/renovation, and property management functions will be conducted in conjunction with a strong, experienced leadership team.

No experience in manufactured housing is necessary. However, the selected candidate will be expected to bring the following required skills and abilities:

- Strong oral and written communication skills and advanced computer skills
- Ability to work with wide cross-section of customers and the public
- Strong work ethic and ability to excel with large degree of autonomy
- Interest in working as part of a proven real estate leadership team and professionally developing within the field and taking a leading role within the manufactured housing industry
- Combination of getting one's hands dirty in construction/renovation with enthusiasm for building a research and outreach Center.

Applicants should possess an interest in pursuing a long-term career in real estate and the manufactured housing industry and a desire to advance towards increasing responsibility within a family-owned and operated business. Extensive real estate and property management training provided. Competitive compensation, including housing and vehicle, provided. Position offers tremendous job security.

Applications will be accepted beginning immediately. Send cover letter and resume to:

Center for Manufactured Housing Studies  
P.O. Box 186  
Athens, OH 45701-0186  
[www.capstonecompany.com](http://www.capstonecompany.com)  
or e-mail [jobs@capstonecompany.com](mailto:jobs@capstonecompany.com)