

# ***Matthew A. Melendes***

3234 North 50<sup>th</sup> Street  
Milwaukee, WI 53216  
mmelendes@heartlandalliance.org

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## **EDUCATION**

University of Wisconsin-Milwaukee, Milwaukee, WI  
**Master of Science in Urban Studies, 2007.**  
**Milwaukee Idea Economic Development Fellow**

Marquette University, Milwaukee, WI  
**Bachelor of Sciences, 2000.** Major: Biomedical Science

National Development Council  
**Housing Development Finance Professional Certification, 2005.**

## **EMPLOYMENT**

2014 to Present

Heartland Housing, Inc., Milwaukee, WI

### **Associate Director of Real Estate Development**

- Responsible for managing affordable housing developments from earliest visioning stage through construction completion.
- Leverage knowledge of affordable housing development, including finance, design, government grants, construction and stakeholder coordination to build coalitions among community development organizations.
- Oversee the marketing of housing development to multiple funding sources for predevelopment, construction and permanent financing including preparing applications, evaluating funding proposals and negotiating terms and conditions.
- Oversee construction administration activities including monitoring construction progress and quality, coordinating funder contributions, administering the development budget and coordinating contractor payments.

2012 to 2014

United Methodist Children's Services of Wisconsin, Inc., Milwaukee, WI  
Washington Park Partners **Sustainable Communities Director / Byrne Coordinator**

- Managed the implementation of the Sustainable Communities Initiative and Department of Justice Byrne Criminal Justice Innovation Grant in the Washington Park neighborhood. Program received the national 2014 Community Police Partnership Award from the MetLife Foundation and Local Initiative Support Corporation's Community Safety Initiative.
- Facilitated partnerships among nonprofit organizations, businesses, residents and public officials working together to revitalize and improve the quality of life in the Washington Park neighborhood.
- Identified, applied, for, and received five new grant resources to support program nearly doubling program budget.
- Established program outputs and outcomes, prepared and submitted grant reports and directly supervised three program staff members.
- Coordinated neighborhood housing revitalization efforts by facilitating monthly housing committee meetings and working collaboratively to establish an annual community housing survey, housing resource fair, housing tours and housing referral system.

2005 to 2012

Community Development Advocates, Milwaukee, WI  
**Community Economic Development Consultant**

- Structured affordable housing developments for nonprofit and community-based organizations including concept development, financial feasibility, site control and zoning.

- Identified, applied for and received funding for affordable housing developments including Low Income Housing Tax Credits, tax credit equity, construction and permanent loan financing, and gap funding for seven developments representing over \$34 million in reinvestment, nearly 150 housing units and approximately 50,000 square feet of community and commercial space.
- Managed financial closings for affordable housing developments by working with project partners to produce and deliver due diligence items (owner-general contractor and owner-architect contracts, environmental reports, surveys, title work, insurance, project budgets, etc.) to project funders.
- Managed projects throughout the construction phase by facilitating project team meetings, resolving construction issues, developing and implementing energy efficiency and green element goals, processing construction draws to satisfy funding benchmarks.
- Managed the closeout of completed projects by working with project accountant and funders to ensure that funding requirements were met and worked with property management companies in regards to project lease-up schedule.
- Provided technical assistance and additional staff capacity to United Methodist Children's Services of Wisconsin, Inc., the convening agency of the Washington Park Partners (WPP) Sustainable Communities Approach, including developing a community organizing strategy, leading the WPP Park Committee, participating in organizing activities such as door-to-door outreach, aldermanic walks, and community event planning.

2002 to 2003

Sherman Park Community Association, Milwaukee, WI

**Community Organizer**

- Conducted door-to-door outreach to engage residents and surface their ideas and concerns regarding the neighborhood.
- Identified resident leaders and organized a block club cluster, facilitated monthly meetings and guided residents to identify community goals.
- Worked with residents and other community partners such as the Alderman, the Milwaukee Police Department, area businesses and other nonprofit organizations to implement their goals.

1999 to 2002

Saint Ambrose Catholic School, Baltimore, MD.

**Middle School Teacher and Team Leader**

- Taught middle school (6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> grade) science and religion classes in low-income urban school.
- Performed teacher-related administrative tasks such as preparation of lesson plans, quizzes, examinations and grades.
- Organized extensive outdoor education science fieldtrips, school paper recycling program and a tennis program.
- Supported other middle school teachers, created the middle school class schedule and coordinated school wide initiatives as the Middle School Team Leader.

1999

Guest House of Milwaukee, Inc., Milwaukee, WI

- Facilitated guest intake and daily operations at men's homeless shelter.

**COMMUNITY INVOLVEMENT**

- Sherman Park Community Association Board Member (2011 to 2014)
- Saint Catherine's Parish Council Member (2006 to 2009)
- Saint Benedict the Moor Community Meal Volunteer (2003 to 2009)
- AmeriCorps Volunteer (2002)
- Christian Appalachian Project housing production volunteer (July 2002)

**REFERENCES AVAILABLE UPON REQUEST**