



Position Announcement: Project Manager, Affordable Housing

With community residents leading the way, the mission of Cypress Hills Local Development Corporation (CHLDC) is to build a strong, sustainable Cypress Hills/East New York, where youth and adults achieve educational and economic success, secure healthy and affordable housing, and develop leadership skills to transform their lives and community.

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Cypress Hills Local Development Corporation has an exciting opening for one (1) **full-time Project Manager for Affordable Housing in the Community Development division**. The Project Manager will manage a portfolio of projects from predevelopment through construction completion and continued operation. This position provides a unique opportunity to work on rehabilitation/preservation as well as asset management in close coordination with the social justice portions of the

agency.

Principal Duties:

The Project Manager will report to the Asset Management Deputy Director and will work closely with the other Community Development team members to:

- Manage all aspects of the pre-development process for affordable housing projects; including preparing leveling sheets and making recommendations on predevelopment expenses to senior management;
- Vet funders, architects, attorneys, environmental and other consultants, tax credit investors/syndicators, and contractors to form project teams; manage and collaborate with representatives of public agencies and project team to meet project goals and milestones;
- Review and analyze property management financial reports and audits;
- Oversee design and construction process with architects, consultants and contractors; serve as an authority of design guidelines from funders and lenders and ensure compliance during the design process, review progress drawings to from schematic to construction documents to ensure alignment with Project goals and required design guidelines, bid out third party studies and reports, and manage design and cost review approvals from funders and lenders
- Handle ongoing monitoring, requisition and compliance of projects under construction;
- Manage and track all aspects of projects, promptly flagging any issues for the Deputy Director;
- Research and report on affordable housing development strategies and best practices, including research and development of innovative real estate



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development partnership structures (including private and non-profit collaborations);

- Negotiate business terms to advance our goals of preserving and creating deeply affordable housing;
- Assist the Asset Management team in tasks related to properties in our affordable housing portfolio, including updating CHLDC dealbook with terms of regulatory agreements, loan documents, and compliance requirements of new projects.
- Write/draft and edit real estate development grant proposals and funding reports;
- Participate in cross-departmental projects;
- May supervise a fellow and/or a more junior project manager;
- Perform other duties as assigned.

Position Requirements:

- Advanced degree in Real Estate, Urban Planning, Public Policy, Architecture, or Finance preferred;
- 2-4 years professional full-time work experience, including project and/or construction management, housing and community development;
- Experience working in affordable housing preferred;
- Excellent written and verbal communication and computer skills;
- Strong interpersonal and negotiating skills, with the ability to perform outreach to property owners, houses of worship and other neighborhood stakeholders;
- Strong analytical, quantitative, and organizational skills;
- Demonstrated ability to meet, and prioritize among, competing deadlines;
- Experience creating and utilizing complex Excel spreadsheets and proformas;
- Commitment to affordable housing and professional development;
- Self-starter willing to work as part of a team and participate in envisioning innovative community development initiatives;
- Commitment to community building, leadership development, and community organizing as strategies for social change;
- Spanish-speaking a plus.

Supervision:

Reports directly to the Asset Management Deputy Director

Compensation:

- \$65,000 - \$80,000, dependent upon experience. We offer a very competitive benefits package, including, among other benefits, medical, dental, vision, group term life and AD&D insurance; 15 vacation days during the first three years, 12 sick days annually, 3 personal days annually, 13 paid agency holidays annually; a flexible spending account, and eligibility to enroll in our 403B retirement savings plan and an Employee Assistance Program.



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To Apply:

Please forward cover letter and resume to the Community Development Division Director at cdjobs@cypresshills.org.

A reference check will be required prior to any job offers being made.

CYPRESS HILLS LOCAL DEVELOPMENT CORPORATION IS AN EQUAL EMPLOYMENT OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER AND IS COMMITTED TO WORKPLACE DIVERSITY AND INCLUSION.

We are an equal opportunity employer and do not discriminate in hiring or employment on the basis of race, color, religion, national origin, gender, marital status, sexual orientation, age, disability, veteran status, or any other characteristic protected by federal, state, or local law. We promote recognition and respect for individual and cultural differences, and we work to make our employees feel valued and appreciated, whatever their race, gender, background, or sexual orientation.

We offer competitive salaries, excellent benefits, and a pleasant working environment. Salary is based on a nonprofit scale and commensurate with experience.

EEO Minorities/Women/Disabled/Veterans