NEIGHBORHOOD RESTORE HOUSING DEVELOPMENT FUND CORPORATION
JOB POSTING

PROGRAM DIRECTOR - MULTIFAMILY AFFORDABLE HOUSING

Organization Overview
Neighborhood Restore Housing Development Fund Corporation ("Neighborhood Restore") and its affiliate nonprofit entities (Restored Homes HDFC, Restoring Communities HDFC, Preserving City Neighborhoods HDFC, Neighborhood Renewal HDFC, Project Rebuild, Inc.) collaborate with the New York City Department of Housing Preservation and Development ("HPD") on programs that seek to foster neighborhood stabilization by efficiently transitioning properties from physical and financial abandonment to responsible third party ownership. Neighborhood Restore also utilizes citywide partnerships to create and preserve affordable homeownership opportunities for households of low- and moderate- income.

The Director of Programs, with the assistance and direction of the Executive Director and Deputy Director, will oversee the activities of numerous multi-family affordable housing programs administered by the Organization in collaboration with HPD, lenders and community partners – Third Party Transfer Program ("TPT"), Cluster Housing Conversion Program ("Cluster") and the Affordable Neighborhood Cooperative Program ("ANCP").

Responsibilities
- Manage the day-to-day operations of the Organization's multi-family housing programs.
- Supervise and oversee the activities of program staff.
- Coordinate and collaborate with program partners from government, private, and non-profit sectors.
- Develop and implement long-term objectives and strategies to meet all program and Organization goals.
- Ensure compliance with all programmatic and funding reporting requirements.
- Supervise preparation and submission of required reports and requests for information from program partners.
- Establish and supervise training programs and development of materials for program partners and staff.
- Coordinate closely with HPD and other partners on program activities to ensure program goals are met and work is being done in a timely manner and within budget.
- Trouble-shoot program-wide issues or concerns with HPD and procured subcontractors.
- Manage and/or participate in ongoing special projects leading to further development and growth of the Organization.
- Prepare for and participate in Board of Directors meetings.

Qualifications
- A graduate degree in planning, real estate finance, business administration or comparable field. A bachelor's degree with 10 years of experience in housing development can substitute a graduate degree.
- Minimum of 10 years of work experience in the areas of housing, real estate and/or community development, property management or planning is required.
- Strong experience in financing, managing and developing government-sponsored affordable housing projects.
- Strong writing, organizational, interpersonal, communication and oral presentation skills.
- Must have the ability to communicate and interact with wide array of constituencies, including government officials, board members, funders, non-profits, tenants, and homeowners.
- Ability to coordinate complex activities, meet deadlines and use good judgment in satisfying conflicting demands and setting priorities.
- Strong experience in managing and motivating staff.
- Ability to manage multiple projects simultaneously with limited supervision.
- Ability to develop financial plans and manage resources to analyze and interpret financial data.
- Ability to develop and deliver presentations.
- Skill in formulating policy, developing new strategies, and implementing procedures.
- Must have a strong interest in non-profit and government work and a willingness to work as an effective, enthusiastic member of a team towards the Organization's mission.
- Proficient in MS Word, Access, Excel, Outlook, PowerPoint, Sales Force and ArcGIS.

Salary Range:
Salary consideration based upon education and experience.

Please send your cover letter and resume to: humanresources@neighborhoodrestore.org

Neighborhood Restore HDFC is an Equal Opportunity Employer