

**NEIGHBORHOOD RESTORE HOUSING DEVELOPMENT FUND CORPORATION**  
**JOB POSTING**

**PROGRAM MANAGER**

**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 affordable homeownership opportunities for households of low- and moderate- income.

Neighborhood Restore’s affiliate entity, Preserving City Neighborhoods HDfC (“Preserving City Neighborhoods” or “PCN”) works with a unique set of partners to acquire overleveraged mortgage notes for the purpose of repositioning and preserving distressed or at-risk distressed housing in New York City. The Program Manager will oversee all aspects of the Community Restoration Program (“CRF”) and lead PCN’s efforts in its collaboration with the Community Preservation Corporation (“CPC”) and Related Fund Management (“RFM”) in managing and repositioning the former Signature Bank mortgage portfolio awarded by the Federal Deposit Insurance Corp. (“FDIC”). Additionally, the position will oversee the re-launch of HPD’s Neighborhood Pillars Downpayment Assistance Fund, which provides financial and technical assistance to nonprofit housing organizations interested in purchasing and preserving properties as affordable housing in their neighborhoods.

**Responsibilities**

- Work closely with HPD, community partners and loan servicing organization to review loss mitigation workout proposals for borrowers. Present proposals to Credit Committee and monitor progress of loss mitigation resolutions.
- Prepare management reports to track status of loss mitigation activities for homeowners in portfolio.
- Maintain compliance with all programmatic and funding reporting requirements.
- Prepare and submit requisitions to credit facility lenders to fund program expenses including acquisitions, carrying costs, and rehabilitation.
- Perform property and legal due diligence for future acquisitions of properties by liaising with lenders, servicers, attorneys, and title companies.
- Manage a portfolio of sites and oversee property management and development activities.
- Work with HPD, private funding institutions, and other City agencies to assist developers to complete scopes of work and financing options, rehabilitation plans, tenant communication and construction loan closing.
- Manage and/or participate in ongoing special projects leading to further development and growth of the program.

**Qualifications**

- A minimum of 5-7 years of work experience in the areas of housing or community development, neighborhood stabilization, property/asset management or planning is required.
- Bachelor’s degree is required, and a graduate degree is preferred, but additional years of relevant experience may substitute for a formal degree.
- Work experience with the City of New York, mortgage banking, real estate, loan servicing, foreclosure prevention and loss mitigation experience is preferred.
- Familiarity with and willingness to travel throughout NYC neighborhoods is preferred.
- Thorough knowledge of Microsoft Office and ArcGIS. Expertise in advanced functions of MS Excel.
- Strong attention to detail, extremely well-organized, with the ability to meet frequent and changing deadlines.
- Ability to coordinate complex activities, meet deadlines and use good judgment in satisfying conflicting demands and setting priorities.
- Ability to work independently and to perform tasks with limited supervision.
- 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 organizations’ missions.

**Salary Range:**

Salary consideration based upon education and experience.

Please send your cover letter and resume to: [humanresources@neighborhoodrestore.org](mailto:humanresources@neighborhoodrestore.org)

**Neighborhood Restore is an Equal Opportunity Employer**