

## NEIGHBORHOOD RESTORE HOUSING DEVELOPMENT FUND CORPORATION

### JOB POSTING

#### **MULTIFAMILY HOUSING PROJECT MANAGER/ASSET MANAGER**

##### **Organization Overview**

Neighborhood Restore Housing Development Fund Corporation (“Neighborhood Restore”) and its affiliate nonprofit entities (Restored Homes HDFC, Restoring Communities HDFC, Neighborhood Renewal HDFC, Preserving City Neighborhoods 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.

The Multifamily Housing Project Manager works on numerous multi-family affordable housing programs administered by the Organization in collaboration with HPD, lenders and community partners, including Third Party Transfer Program (“TPT”), Cluster Housing Conversion Program (“Cluster”) and the Affordable Neighborhood Cooperative Program (“ANCP”).

##### **Responsibilities:**

###### Portfolio-Related:

- Manage a portfolio of sites and oversee property management and development activities for those sites.
- Oversee the property managers in activities including development and approval of annual budgets and building stabilization plans, review of monthly financial positions, coordination of emergency repairs, and facilitation of productive tenant relations.
- 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.
- Help secure and requisition New York State’s Affordable Housing Corporation (“AHC”) funding for cooperative homeownership. Assist with AHC reporting.
- Reconcile developer accounts in preparation for the transfer of property including: all deficits, surpluses, waivers, building stabilization expenses, violations, liens, and other direct costs.

###### Program-Related:

- Serve as an “Owner’s Representative” for ANCP projects to strengthen resident participation and accountability in the program and to ensure smooth communication between developer/sponsors and residents.
- Manage and/or participate in ongoing special projects leading to further development and growth of the program. Projects may include assisting the Chief Program Officer and Deputy Director with development of procedures and performance evaluation systems for the program.
- Work with HPD to evaluate RFQ responses from potential developers, select qualified developers, and assist HPD in creating clusters of properties based on various property and tenant-body characteristics.
- Plan and participate in orientations and informational sessions for developers and/or tenants. Manage related communication materials, including developer handbook and tenant handbook.
- Respond to requests for information made by City agencies, elected officials, the Board of Directors, RFQ respondents, and the public.
- Participate in quarterly Board of Directors’ meetings.

##### **Qualifications:**

- Minimum of 3-5 years of work experience in the areas of housing or community development, neighborhood stabilization, property/asset management, or planning is required. Work experience with the City of New York and familiarity with NYC neighborhoods is preferred.
- Bachelor’s degree is required, and a graduate degree is preferred, but additional years of relevant experience may substitute for a formal degree.
- Strong organizational and communications skills and attention to detail and accuracy required.
- Proficiency in Microsoft Office, including Word, Access, Excel, Outlook, PowerPoint, and ArcGIS.
- Ability to coordinate complex activities, meet deadlines and use good judgment in satisfying conflicting demands and setting priorities.
- Familiarity with NYC neighborhoods preferred, and willingness to travel throughout New York City is required.

- Attendance at in person meetings with tenants and other partners sometimes required after normal working hours.
- Ability to work independently and to perform tasks with limited supervision.
- Spanish language skills a plus.
- 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. Salary range is between \$70,000 to \$85,000.

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

**Neighborhood Restore is an Equal Opportunity Employer.**