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Position Job Description: Program Director – East New York BASE Collaborative

Under the guidance, direction and leadership of the Cypress Hills Local Development Corporation (CHLDC), a dynamic not-for-profit community development organization and settlement house, the Program Director will oversee an exciting new Pilot Program designed to legalize basement apartments and preserve and stabilize the homeownership of low and moderate income homeowners in East New York. The Program Director will bring extensive knowledge and training in housing counseling and community development, program development and evaluation as well as not-for-profit and partnership management to ensure the success of the Pilot.

Principal Duties:

- With all Pilot Partners, ensure the timely, accurate and successful completion of contractual and program deliverables including adhering to standard operating procedures, collecting and analyzing data and maintaining reporting and construction timetables and timeframes for attainment of all milestones and outcomes. Monitor work flows and trouble shoot any issues.
- Working with all project partners – Restored Homes HDFC, Pratt Center, Center for New York City Neighborhoods (CNYCN) and Chhaya CDC and the funder: NYC Department of Housing Preservation and Development (HPD) finalize the program design, financing/underwriting for subsidies and loans, applications/procedures, prescreening tool/processes and counseling protocols, work flows and evaluation methods;
- Provide single point of contact with funder and communicate regularly on any issues with other City agencies as per Standard Operating Procedure (SOP);
- Line up private banks to provide low cost financing to homeowners;
- Ensure continuous and effective communication between all project partners. Facilitate and ensure effective communication among all Pilot Partners – convene monthly meetings of lead staff of all partners and weekly conference calls between Restored Homes and CHLDC and between Chhaya CDC and CHLDC to ensure inspections, work scope development, bidding of jobs and tenant relocation is coordinated efficiently with homeowners;
- In consultation with project attorney, finalize contract for Pilot with City and draft all subcontract agreements with Pilot partners and execute agreements.
- Monitor the performance of all subcontractors;
- Oversee all community and public relations for the Pilot in East New York, including outreach to and establishing solid working relationships with all elected officials, Community Board 5, houses of worship, block and homeowner groups and other community-based agencies.
- Hire, supervise, train and evaluate Senior Project Manager and Housing Counselors – providing consistent and supportive supervision and coaching
- Ensure quality control of all housing counseling, financial education/counseling, underwriting/loan packaging and education tasks.
- Manage the establishment of an office for the Pilot in East New York. Coordinate internally with CHLDC human resources, finance, facilities and evaluation functions as

well as other human services programs to maximize efficiencies and leverage other existing resources for homeowners and tenants.

- Ensure CMS is properly maintained, analyze data and modify project design as appropriate to reach outcomes;
- Coordinate with project evaluator;
- Establish or expand referral, tracking and service relationships for the Pilot with organizations providing homeowner support services and products
- Report to CHLDC Director of Community Development and
- All other duties as assigned.

Position Requirements:

- M.S. degree in Urban Planning, Urban Affairs, Urban Design or related degree;
- 5+ years direct community development, project planning, program management, housing counseling and staff supervision experience;
- Excellent communication, writing and analytical abilities;
- Bilingual (Spanish-English) preferred;
- Ability to work evenings and weekends;
- Architecture/design skills and/or experience with construction management;
- Deep commitment to affordable housing, holistic community development and sustainability;
- Dynamic self-starter who is passionate about community development, affordable housing and homeownership preservation.

Salary:

\$70,000-\$80,000 a year dependent upon experience + excellent benefits

To Apply:

Email resume and cover letter Stephanie Becker, Director of Community Development at cdbasejobs@cypresshills.org

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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.

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