



## Position Announcement

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 Senior Project Manager will help manage 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.

### Position: Senior Project Manager BASE Collaborative

Cypress Hills Local Development Corporation has an opening for **one (1) full-time Senior Project Manager, East NY BASE Collaborative in the Community Development division.**

### Principal Duties:

The Senior Project Manager will report to the Program Director and will work closely with the other East New York team members to:

- Assist the Program Director and 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) to design, implement, course correct and evaluate the program model, services and protocols.
- Oversee the outreach and education aspect of the Program, by supervising, coaching and evaluating the Outreach Workers and
- Assist in community engagement through organizing stakeholder and community meetings, attending community events, phone calls to vulnerable homeowners and door knocking, as needed;
- Provide close monitoring of all deliverables, interim milestones and outcomes for East New York BASE Collaborative;
- Working closely with Neighborhood Restore to provide construction coordination and troubleshooting with homeowners, attending requisition meetings and helping to usher the homeowner through the construction process;
- Support Outreach Workers and Housing Counselors in prescreening, group education, home assessments and counseling prospective applicants on the program;
- In consultation with project attorneys review and draft model legal documents (e.g. subcontracts, Development Agreement with Homeowners, tenant leases, GC and architect contracts, etc) to be used/executed by project partners and homeowners;
- Organize weekly team meetings and case conferences.
- Line up professional development for staff and provide in-house training;
- Demonstrates commitment to leadership development, community building, and community organizing as strategies for social change.
- Perform other duties as assigned.

625 Jamaica Avenue  
Brooklyn, NY 11208-1203

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## Position Requirements:

- Advanced degree in Urban Planning, Architecture, Real Estate or Finance preferred with 2 years community development experience or
- Bachelor's degree and four to six years professional work experience;
- Project and/or construction management, housing and community development background and skills;
- Ability to work nights and weekends;
- Excellent communication, writing, interpersonal, negotiating and analytical abilities;
- Bilingual (Spanish-English) preferred;
- Supervision and program management experience preferred;
- Deep commitment to affordable housing, holistic community development and sustainability;
- Dynamic self-starter who is passionate about community development, affordable housing and homeownership preservation.

## Supervision:

Reports directly to **Program Director, East NY BASE Collaborative**

## Compensation:

- \$55,000 - \$65,000 Dependent upon experience. We offer a very competitive benefits package.

## To Apply:

Please forward cover letter and resume with salary requirements to **Stephanie Becker, Director of Community Development at [cdbasejobs@cypresshills.org](mailto:cdbasejobs@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.**

**EOE Minorities/Women/Disabled/Veterans**