



## **JOB ANNOUNCEMENT: Deputy Director for Community Development, Housing & Organizing**

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Cypress Hills Local Development Corporation (CHLDC) is a community-based not-for-profit community development corporation and settlement house that offers comprehensive housing preservation, youth and family services, career and education, college success, and organizing programs. With community residents leading the way, the mission of Cypress Hills Local Development Corporation is to build a strong, sustainable Cypress Hills/East New York, where youth and adults achieve educational and economic success, secure healthy and affordable housing and develop leadership skills to transform their lives and community. CHLDC currently serves 11,000 residents from 17 different community locations.

### **POSITION: Deputy Director of Cypress Hills Local Development Corporation for Community Development, Housing and Organizing**

This position is a full time, 35 hour per week, salaried/exempt position.

#### **RESPONSIBILITIES:**

- Working in close collaboration and communication with the Executive Director provide strategic leadership and direction to the organization -- helping to draft and track strategic plan and management policies and practices including but not limited to program/project design, implementation and evaluation, contract management, fundraising, financial management, human resources, risk management and other internal operational functions.
- Leading, planning, developing and supporting three of the organization's major divisions/functions: Community Development – affordable housing and facilities development, asset management and sustainability, public benefits enrollment and healthy/fresh food access; Community Organizing – community organizing focused on housing, transit and economic justice for East New Yorkers and organizing young people, mobilizing to dismantle the school to prison pipeline Housing Counseling – financial literacy/education, foreclosure prevention, homeownership preservation and tenant services and organizing.
- Supporting Community Development Team in managing its robust pipeline of preservation and new construction affordable housing projects, assisting small homeowners in legalizing their basement apartments and completing retrofits in their homes, supporting the growth of a Community Land Trust in East New York and implementing new asset management protocols,
- Ensuring the oversight of all property management companies engaged by CHLDC and the maintenance of a “Deal Book” -- i.e. a thorough record of all community development projects undertaken by the agency – including regulatory agreements, compliance obligations, financing terms, etc and strong asset

management protocols/procedures. Helping to reposition and rehabilitate our oldest multifamily buildings.

- Growing the Community Organizing function at CHLDC by assisting the Organizers in winning housing and economic investments in ENY, stopping harmful public actions, holding the City and State accountable for promises made and supervising organizers of a community coalition fighting for displacement prevention policies, inclusive growth and community benefits in new development and providing leadership of agency's efforts to advance racial equity and youth organizers working to dismantle the school to prison pipeline.
- Supporting Housing Counseling division in preventing tenant harassment and evictions, mortgage foreclosures, scams, and in helping residents obtain housing benefits.
- Representing the executive director and agency to government and elected officials, foundation officers and other supporters as well as on national, state and citywide coalitions and trade associations.
- Running the organization in absence of the Executive Director and reporting to the CHLDC Board of Directors on matters related to Community Development, Housing and Organizing
- Assisting the Executive Director in leadership and management of special projects and overseeing key organization task forces and work groups as necessary.
- Hiring, training and evaluating the Director of Community Development, Director of Housing Counseling, Director of Community Organizer and other staff -- building a team spirit and morale and leading new projects/initiatives with division directors.
- Leveraging cross program strengths and supporting inter/intra program collaboration and growth
- Supporting division directors in attainment of goals as set forth in CHLDC's strategic plan and monitoring this progress in a regular basis.
- Providing for all staff a strong and supportive leadership presence.
- Developing and maintaining a strong government contract and financing agreement database and tracking process, ensuring that all contracts and agreements are expeditiously executed and organization is compliant with all obligations.
- Working with the Executive Director, Chief Financial Officer and Board to plan, coordinate and execute the annual budget
- In conjunction with the Director of Fund Development & Strategic Initiatives, identify new opportunities to expand government and foundation supporters and individual donor base of the organization, draft government RFPs, raise funds from private funders and complete program reporting.
- Working with the Community Development Team to submit RFPs and applications for affordable housing financing.
- In collaboration with the Executive Director, Finance Director and fiscal team, help establish sound/strong internal controls and fiscal procedures, analyze and monitor grant and community development project budgets (projects in construction and projects in operation), modify budgets as appropriate and maximize overhead and savings to the organization.
- Working with division directors to create new leadership opportunities within program divisions when appropriate.

- In collaboration with the Executive Director and Senior Division Directors, establish and maintain partnerships with other community based organizations, local public schools, neighborhood houses of worship, and citywide community development, housing and organizing agencies.
- Reporting to the Executive Director and
- Other duties as assigned

**QUALIFICATIONS:**

- Master of Science Degree in Public Administration, Urban Planning or related field or JD with focus on community development/real estate
- Eight-Ten years nonprofit management, supervisory and fundraising experience
- Excellent communications, program development & evaluation and staff development skills
- Direct work experience in one – two of substantive areas overseen by this position: community development, affordable housing, asset management, environmental sustainability, housing counseling, tenant rights/organizing and community organizing with preference for substantive experience (managed several affordable housing development projects from predevelopment through permanent conversion and asset management) in community development
- Background in affordable housing finance and underwriting preferred
- HUD Certified Housing Counselor or ability to obtain certification in first year of employment
- Strategic planning skills and experience.
- Strong leadership, project and staff management/motivation skills.
- Enthusiastic individual with a polished presentation, excellent interpersonal skills, and superior organization, and communication skills.

**Compensation:**

\$135,000-\$150,000 dependent upon experience + excellent benefits including family health insurance and employer's match towards 403 B retirement savings

**To Apply:**

Email resume and cover letter to:

Michelle Neugebauer  
 Executive Director  
 Cypress Hills Local Development Corporation  
 276 Chestnut Street  
 Brooklyn, NY 11208  
[michellen@cypresshills.org](mailto:michellen@cypresshills.org)

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- **EOE Minorities/Women/Disabled/Veteran**

