



## **JOB ANNOUNCEMENT**

### **Division Director - Community Development**

625 Jamaica Avenue  
Brooklyn, NY 11208-1203

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[cypresshills.org](http://cypresshills.org)

The Cypress Hills Local Development Corporation (CHLDC) a nonprofit community development organization serving the Cypress Hills neighborhood in northeast Brooklyn seeks an experienced community development manager to supervise a staff of nine project/asset managers and program directors/coordinators; handle multiple housing and community facility development projects in varied stages of construction, predevelopment and planning; oversee asset management; and serve on the senior management team of a dynamic community based organization.

CHLDC embodies holistic community development. We run high quality youth development, community organizing, housing counseling, job training and economic development projects and programs. The agency serves 11,000 neighborhood residents annually.

Our community development portfolio includes the new construction of multi-family low income rental housing and homeownership units for moderate income families as well as the rehabilitation and retrofitting of our occupied buildings. We also develop community facilities and lead the East New York basement legalization pilot. CHLDC is supporting the start-up of the East New York Community Land Trust, providing emergency relief services during the pandemic and creating access to fresh and healthy food for all residents.

The Director of Community Development is responsible for:

#### **Job Responsibilities:**

- Planning, securing project financing for and overseeing construction and lease up of housing and community facilities projects;
- Supervising and evaluating staff, supporting their professional development, tracking their timely attainment of project/program milestones, convening team meetings and staff training, facilitating discussions about race and ways to advance racial equity in projects/programs and creating a high performing team;
- Working with all agency divisions, staff, board and community residents to oversee the start-up of our new community center;
- Finalizing pro-forma and maintenance and operating budgets for all affordable housing and community facility projects and regularly review underwriting, fiscal reports and financial statements;
- Overseeing asset management for all real estate developed by the organization - - insuring top performance by property management companies; creating a Deal Book of all past projects, collaborating with CFO to ensure sound financial management and fiscal performance of projects, convening/facilitating subsidiary Board meetings; reviewing legal and audit compliance, conducting inspections of properties;

overseeing Year 15 conversion process; and implementing portfolio-wide energy savings measures;

- Supporting the successful completion of the basement legalization pilot;
- Incubating the East New York Community Land Trust;
- Managing neighborhood-wide pandemic relief efforts, sustainability and food access initiatives – including education and outreach on vaccinations, direct assistance to food insecure residents, supporting a community collaborative of nonprofit organizations dedicated to helping residents throughout the pandemic, enrollment in SNAP, plans to expand public benefits access, education on healthy eating and nutrition, greening and weatherizing small homes and running a farmers market;
- Handling vacant land development planning and development by identifying sites, assessing project feasibility, negotiating with private property owners and lining up acquisition financing, coordinating work of architects, real estate consultants, etc.
- Serving on senior management team of organization by participating in strategic planning efforts, representing agency on various citywide coalitions and working with Board members and elected officials as 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.
- Supporting community organizing function at CHLDC being a part of an agency-wide displacement prevention initiative, supervising the organizer of the CLT and providing leadership of the agency's efforts to advance racial equity.
- Preparing proposals, contracts, reports, etc.;
- Reporting to Executive Director;
- Preparing major funding applications for capital projects and collaborating with CHLDC Fund Development Department on raising private support for the work;
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**Qualifications:**

- Master of Science Degree in Public Administration, Urban Planning or related field or JD with focus on community development/real estate, may be substituted for work experience
- Background in project management, affordable housing finance and underwriting needed
- Six-10 years nonprofit management, community development and supervisory experience
- Commitment to advancing racial equity
- Direct work experience in one or more of the substantive areas overseen by this position beyond affordable housing development: asset management, environmental sustainability, food access, public benefits, public health and organizing
- Strong leadership, project and staff management/motivation skills.

**Salary:** \$85,000-\$100,000 depending on experience

Email resume and cover letter to:

Michelle Neugebauer  
Executive Director  
Cypress Hills Local Development Corporation  
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**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/Veteran**