



Position Announcement: Senior Project Manager, Affordable Housing

With community residents leading the way, the mission of Cypress Hills Local Development Corporation (CHLDC) 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.

Cypress Hills Local Development Corporation has an exciting opening for one (1) **full-time Senior Project Manager for Affordable Housing in the Community Development division**. The Senior Project Manager will manage a portfolio of projects from predevelopment through construction, completion and conversion. This position provides a unique opportunity to work on rehabilitation/preservation and new construction projects as well as property acquisition opportunities.

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Principal Duties:

The Senior Project Manager will report to the Community Development Division Director and will work closely with the other Community Development team members to:

- Manage all aspects of the pre-development process;
- Collaborate with funders, architects, attorneys, environmental and other consultants, representatives of public agencies, tax credit investors/syndicators, and contractors;
- Draft, revise, and regularly update development and operating budgets and perform underwriting for affordable housing, economic development and community facilities projects;
- Support the Division Director in developing acquisition strategies; •
Oversee design and construction process with architects, consultants and contractors;
- Handle ongoing monitoring, requisition and compliance of projects under construction;
- Manage and track all aspects of projects, promptly flagging any issues for the Division Director;
- Identify new community development opportunities and funding sources, conduct feasibility analyses (including financial analyses) and prepare applications for funding;
- Research and report on affordable housing development strategies and best practices, including research and development of innovative real estate development partnership structures (private and non-profit collaborations);

- Negotiate business terms to advance our goals of preserving and creating deeply affordable housing;
- Write/ draft and edit real estate development grant proposals and funding reports;
- Develop relationships with potential affordable housing and real estate development funders;
- Save and maintain project files in an organized manner (electronically and in hard copy);
- Participate in cross-departmental projects;
 - May supervise a fellow and/or a more junior project manager;
- Perform other duties as assigned.

Position Requirements:

- Advanced degree in Urban Planning, Real Estate, Public Policy, Architecture, or Finance preferred;
- 2-3 years professional full-time work experience, including project and/or construction management, housing and community development;
- Experience working in affordable housing preferred;
- Excellent written and verbal communication and computer skills; ○ Strong interpersonal and negotiating skills, with the ability to perform outreach to property owners, houses of worship and other neighborhood stakeholders; ○ Strong analytical, quantitative, and organizational skills;
- Demonstrated ability to meet, and prioritize among, competing deadlines; ○ Experience creating and utilizing complex Excel spreadsheets and proformas; ○ Commitment to affordable housing and professional development; ○ Self-starter willing to work as part of a team and participate in envisioning innovative community development initiatives;
- Commitment to community building, leadership development, and community organizing as strategies for social change;
- Spanish-speaking a plus.

Supervision:

Reports directly to the Community Development Division Director.

Compensation:

- \$65,000 - \$80,000, dependent upon experience. We offer a very competitive benefits package, including, among other benefits, medical, dental, vision, group term life and AD&D insurance; 15 vacation days during the first three years, 12 sick days annually, 3 personal days annually, 13 paid agency holidays; a flexible spending account, and eligibility to enroll in our 403B retirement savings plan and an Employee Assistance Program.

To Apply:

Please forward cover letter and resume to the Community Development

Division Director at cdjobs@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.

EEO Minorities/Women/Disabled/Veterans