

Fordham Bedford Housing Corporation

### **Leasing & Compliance Associate**

**Organization Summary:** During the summer of 1978, the nation had given up on its cities and its old neighborhoods. Buildings were abandoned and fires were rampant. As a group of tenants and community leaders began to meet about the future of the Fordham Bedford community, its future looked very bleak. But they wanted to offer hope to their neighbors and help residents take control of the community's destiny.

In 1980, a group of Northwest Bronx community members created a new organization that would fight to save their homes. These efforts eventually launched Fordham Bedford Housing Corporation (FBHC), a nonprofit organization. In the early days, volunteers managed several buildings and addressed emergency situations, with enlisted support of tenants.

FBHC was one of many community-led efforts that pioneered bringing government and private investment into formerly neglected housing in the Bronx. Using these early investments, and the momentum from its successes, the company took on more buildings. It first gained expertise in management, then in renovating occupied apartments, and later it began building new apartment buildings in the neighborhood.

Today, FBHC owns 112 buildings, encompassing 3,284 units, and 3 playgrounds in the Northwest Bronx. FBHC manages 85 of the buildings it owns, with 2,558 units, and provides third-party property management for 23 buildings with 1,214 units. Two other management companies oversee the operations of 27 other properties. Additionally, FBHC advises and serves on the Board of Directors of two other properties and holds approximately thirty-three commercial leases for various community facilities including daycare facilities, art studios, and private commercial businesses.

FBHC has a robust pipeline of new projects comprising of seven buildings with 189 units under renovation and three buildings with fire damaged apartments that are under repair. Earlier stage projects include three buildings with 172 units in the acquisition stage. Additionally, FBHC is in the early stages of development on several other projects and is always looking for new local opportunities for acquisition and development.

For more information, please visit: [fordham-bedford.org](http://fordham-bedford.org)

**Position Summary:** Our 3 person Leasing Department is currently looking to add a college graduate interested in a long-term position working fully in person in their very busy office as a Leasing & Compliance Associate.

We need someone who is bilingual (English and Spanish) as you will be administering interviews for apartment rentals and working closely with applicants throughout the rental process for low income tax credit properties and rent stabilized properties.

This position is high volume and includes managing administrative responsibilities and working with current tenants, rectifying their annual income for compliance in their low-income affordable apartments.

Experience with tax credit and rent stabilized leasing and compliance is highly preferred but we will train an otherwise ideal candidate.

PAY AND BENEFITS	From \$42,500.00 per year with excellent benefits
EXEMPT/NON-EXEMPT	Non-Exempt
COVID-19 PRECAUTIONS	Distancing, cleaning and vaccine protocols in place.
EOE STATEMENT	We are an equal employment opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status or any other characteristic protected by law.

TO APPLY:

[https://recruiting.myapps.paychex.com/appone/MainInfoReq.asp?R\\_ID=4780418&B\\_ID=91&fid=1&Adid=0&ssbgcolor=273A5B&SearchScreenID=18057&CountryID=3&LanguageID=2](https://recruiting.myapps.paychex.com/appone/MainInfoReq.asp?R_ID=4780418&B_ID=91&fid=1&Adid=0&ssbgcolor=273A5B&SearchScreenID=18057&CountryID=3&LanguageID=2)