



People Get Better With Us®

Affordable Housing Project Manager

The Institute for Community Living (ICL) is a 35-year old non-profit organization that provides a range of human services, residential programs, and housing, and operates one of the largest networks of residences for adults with mental illness in the state. ICL operates in all five boroughs of New York City, with a majority of services located in Brooklyn. Our mission is to help New Yorkers with behavioral health challenges live healthy and fulfilling lives by providing comprehensive housing, healthcare, and recovery services. We have a pipeline of new construction supportive/affordable housing projects that are in construction or planning phases, and are looking to strengthen our in-house housing development team.

Job Description:

The Project Manager will support supportive and affordable housing projects through pre-development, construction, to conversion to permanent financing with supervision from the Senior Vice President of Real Estate and Development. This position offers the opportunity to directly impact the lives of low-income New Yorkers in need of housing and supportive services.

Job responsibilities include, but are not limited to:

- Conduct predevelopment activities, including but not limited to managing design development, financing applications, and City/State/Federal approvals.
- Coordinate with internal and external development team members towards successful project completion including architects, general contractors, attorneys, environmental consultants, financing partners, and others.
- Evaluate and assess the zoning and financial feasibility of potential real estate transactions, including responding to Requests for Proposals.
- Review contracts, manage relationships and work progress, and coordinate payment.
- Underwrite transactions, manage budgets including the tracking of predevelopment expenditures, and develop financial models.
- Coordinate financing closings, including communicating with partners, reviewing legal documents, and managing submissions to lenders and investors.
- Participate in construction administration, identify decisions for ownership and coordinate decision-making process, submit monthly requisitions to lenders.

Qualifications:

As part of a nonprofit focused on service provision, the context for this work is focused on improving the life of our clients. Strong candidates must have excellent oral and written communication skills, be organized, solution oriented, driven to take projects to completion and proficient in MS Office Suite.

Minimum Qualifications:

- Bachelor's degree, with at least two years of experience
- Experience in urban planning, real estate finance, business, or other relevant fields.
- Working knowledge of NYC/NYS affordable housing programs, financial modeling/underwriting skills.

Preferred Qualifications:

Graduates of/or current students in a master's program in urban planning, public policy, real estate development, construction management, or architecture

Compensation:

Based on experience, the salary will range from \$75,000-\$95,000/year.

Location:

This is a full-time hybrid position involving a combination of in-office, remote, and field work. Our administrative office is located at 125 Broad Street in Lower Manhattan.

To apply, please send a resume and cover letter to ICLRealEstateDev@iclinc.net