



**MHANY MANAGEMENT INC.**  
**1 MetroTech Center North, 11<sup>th</sup> Floor**  
**BROOKLYN, NEW YORK 11201**  
**PHONE: 718-246-8080**  
**FAX: 718-246-7938**

August 2019

MHANY Management Inc. (MHANY) is a not-for-profit housing organization deeply committed to developing and managing rental and homeownership opportunities for very low-, low- and moderate-income people. Organizational values are centered around a need for social justice for lower-income people and people of color, often those most marginalized in our society and economic framework. MHANY owns and manages over 1,800 affordable rental apartments in New York City. MHANY provides free of charge homeownership counseling for first time homebuyers and foreclosure prevention. The successful candidate must embrace the core values of MHANY and believe in its organizational mission.

**POSITION:** Housing Rehabilitation and Construction Project Manager

**Job Category:** Exempt

**Reports to:** Executive Director

Under the direction of the Executive Director, the Housing Rehabilitation Project Manager performs a wide variety of tasks directly related to the planning, development, implementation and advocacy of affordable housing projects from acquisition through construction and occupancy. This position is characterized by a high degree of initiative, responsibility, accountability and ability to work congenially with a wide variety of individuals, community based organization and governmental entities. Must have prior experience and have developed some expertise working in low- and moderate-income communities and developing projects responsive to the housing needs of low- and moderate-income people. Ability to develop creative organizational strategies, apply good judgment and flexibility within the work environment is required, along with the wherewithal to multitask and respond professionally to high stress and oftentimes sensitive situations.

MHANY management seeks a flexible, creative professional with strong communication skills and a background in non-profit housing development to:

- Provide full, direct service and undertake all tasks involved with the development of housing and community development projects
- Implement a system by which to administer housing development projects in predevelopment, during construction and through the completion/conversion and lease-up stages of development
- Coordinate activities of all internal and external development team members to ensure that projects are delivered on time and on budget
- Establish and maintain dialogue with community residents, companion organizations, homeowners, residents and other stakeholders in order to effectively meet the goals and mission of the organization

**COMPETENCIES:**

- Analytical – Synthesize complex or diverse information; Collect and research data; Use intuition and experience to complement data; Design work flows and procedures to track project development.
- Problem Solving – Identify and resolve problems in a timely manner; Gather and analyze information skillfully; Develop alternative solutions when problems arise; Work well in group problem solving situations; Use reason and objectivity even when dealing with emotional topics.
- Interpersonal Skills – Focus on resolving conflict; maintain confidentiality; listen well; remain open to others' ideas



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- Verbal Communication – Speak clearly and persuasively; demonstrate group presentation skills; participate in meetings.
- Written Communication – Write clearly and informatively; Vary writing style to meet needs.
- Organizational Support – Follow policies and procedures; Complete administrative tasks correctly and timely; support organization's goals and values; support affirmative action and respect diversity.
- Planning/Organizing – Prioritize and plan work activities; Use time efficiently; Plan for additional resources when necessary; Set goals and objectives.
- Adaptability – Adapt to changes in the work environment; Manage competing demands; Change approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events.
- Dependability – Follows instruction, respond to management direction; Take responsibility for own actions; Keep commitments; Commit to long hours of work when necessary to reach goals.

**QUALIFICATIONS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION AND/OR EXPERIENCE:**

Bachelor Degree, Master Degree in urban planning or related field and/or Business Administration  
1-3 years related experience in housing development planning, implementation, program management, strong financial and analytical skills, will possess strong writing and communication

**TO APPLY:**

Submit a cover letter and resume to [INSERT EMAIL HERE]. The cover letter should be concise and outline the specific ways in which you would be a good fit for this position. Deadline for applications is [INSERT DATE HERE]; applications will be considered on a rolling basis.

MHANY is an equal opportunity employer and does not discriminate in hiring or employment on the basis of race, color, sex, age, personal appearance, sexual orientation, gender identity and expression, family responsibilities, religion, national origin, citizenship status, marital status, genetic information, disability, political or union affiliation, veteran status, or any other characteristic protected by federal, state, or local law.