

Chief of Staff for the Office of Development

About the Agency:

The New York City Department of Housing Preservation and Development (HPD) is the nation's largest municipal housing preservation and development agency. Its mission is to promote quality housing and diverse, thriving neighborhoods for New Yorkers through loan and development programs for new affordable housing, preservation of the affordability of the existing housing stock, enforcement of housing quality standards, and educational programs for tenants and building owners.

Your Team:

The Office of Development's overall strategy is to support the Mayor's Housing Plan to create and preserve 300,000 affordable homes by 2026, in close collaboration with other HPD offices, as well as other city, state and federal agencies. This Office administers a broad range of programs and is comprised of: Building and Land Development Services (BLDS), Tax Incentives, Inclusionary Housing, New Construction Finance, Preservation Finance, Community Partnerships & Finance, and Special Needs Housing.

Your Impact:

Reporting to the Deputy Commissioner for Development, the Chief of Staff will play a key role in developing policy and coordinating the implementation of agency priorities. This position will include broad contact with Development senior staff, Development Directors of Operation, the Office of the Commissioner, and other internal and external partners.

Your Role:

The Chief of Staff will serve as a Development team liaison in coordination with the following areas:

- Track quarterly starts, and completions against annual MMR targets to achieve goals of the Housing Plan, as well as project conversions to permanent financing for long term stable operations; stay informed of budget CP progress for pipeline of projects and assist with budget tracking as needed.
- Coordinate internal Development operations by facilitating communications across divisions, trainings, technology requests, and implementing new policies as needed.
- Strategic Operations and Analytics: Represent Development's strategic policy and operations priorities within the Agency; coordinate amongst divisions to implement strategic planning work; provide feedback and direction on recommendations and deliverables; Assist with FOIL; Assist with other analytic and reporting projects as necessary.
- The Office of Neighborhood Strategies (ONS): Coordinate alignment between housing production programs and ONS's neighborhood planning initiatives and pre-development efforts, especially around the Requests for Proposals drafting, review, and selection process.
- Office of Legal Affairs (OLA): Assist OLA with Dept. of Investigation requests; coordinate with Deputy General Counsel for Real Estate Transactions on projected DEV closing pipeline.
- Human Resources and Financial Management: Serve as liaison on hiring and other personnel matters.
- Communications and Governmental Relations: Coordinate timely responses to inquiries from these offices; direct contact for event planning and press requests concerning Office of Development projects and policies.
- Other city agencies: Support Development's role in interagency policy and program initiatives as needed.
- Other divisions within HPD as required.

Your Responsibilities:

Key responsibilities include but are not limited to:

- Manage operations of the Executive Office, with 4 direct reports.
- Represent Development Executive Office/Deputy Commissioner at meetings as needed.
- Facilitate policy and program design to support the Mayor's Housing Plan.
- Other duties as required to assist operations in Development.

Preferred skills

- Candidates should have excellent analytical, writing, interpersonal, and organizational skills and a demonstrated ability to be both a team player and a team leader, as situations merit.
- Familiarity with financial modeling and business process analysis is a plus.
- Familiarity with human resources and operations management is a plus.
- Candidates should have strong organizational skills and the ability to perform complex tasks with limited supervision, as well as demonstrated ability to meet deadlines and manage multiple projects in a timely manner.
- Candidates must be comfortable representing the Deputy Commissioner in meetings with senior agency staff.
- Significant experience in affordable housing development, community development, planning or public administration, or a related area is strongly preferred.
- Prior government agency experience is preferred, as is an advanced degree.

How to Apply:

Please go online and apply at <http://www.nyc.gov/careers>. Search for **JOB ID# 536596**

City Employees: Apply through the Employee Self Service portal (ESS) at <http://www.nyc.gov/careers>. Search for **JOB ID# 539596**

Salary range for this position is: \$105,000-115,000

NOTE: Only those candidates under consideration will be contacted.

NYC residency required