



## **POSITION OVERVIEW**

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|-----------------------|-------------------------------------|
| <b>Title:</b>         | Director of Housing and Real Estate |
| <b>Division:</b>      | Executive                           |
| <b>Reports To:</b>    | President & CEO                     |
| <b>Status:</b>        | Exempt                              |
| <b>Date Prepared:</b> | July 2021                           |

## **ORGANIZATIONAL BACKGROUND**

Founded in 1965, the Chinese-American Planning Council, Inc. (CPC) aims to promote the social and economic empowerment of Chinese American, immigrant, and low-income communities. Today, CPC is the nation's largest Asian American and Pacific Islander (AAPI) social services nonprofit organization, serving over 60,000 community members each year through more than 50 programs at over 35 sites throughout New York City. Our services and programs span education, family support, and economic and community empowerment. In 2017, CPC launched Advancing Our CommUNITY, our organization-wide strategy to expand services to address persistent needs and emerging trends while promoting leadership opportunities for our staff and community members. Our organizational values are: 1) We are our community; 2) We embrace our community; and 3) We empower our community.

## **POSITION SUMMARY**

The Director of Housing and Real Estate is a member of the Leadership Team and oversees CPC's affordable housing and real estate portfolio. The Director of Housing and Real Estate ensures the effective strategic, operational, and fiscal management of wholly owned subsidiaries and rental properties.

## **KEY RESPONSIBILITIES**

### **Property Management**

- Manage property management company to support operations of CPC's subsidiaries – Hong Ning Housing for the Elderly, Nan Shan LDC, and Tribeca Community Center.
- Oversee budgeting, capital expenditures, and fiscal planning. Secure operating cost reductions through incentive programs.
- Support tenant engagement at Hong Ning Housing and leasing at Nan Shan LDC.
- Assist with capital improvements and renovations.
- Respond to reporting and compliance requests from funding agencies.
- Prepare reports for Board of Directors and Leadership Team.

### **Facilities**

- Work with Chief Program Officer, Chief Financial Officer, and Director of Operations to manage rental facilities, including central office, group home, community centers, early childhood centers, and senior centers. Oversee finances, leases, and improvements of facilities.
- Provide consultation on systems, operations, safety, and regulatory requirements. Support technical reviews, on-site inspections, equipment and systems maintenance, product requisitions, and monitoring of facility expenditures such as utilities and record keeping. Determine deficiencies and prepare plans for correction. Maintain a master schedule for all required third party testing. Manage the prevention and removal of building violations from various City agencies.

- Support Leadership Team in identifying and securing new space for program expansion.
- Assist with development of maintenance and safety curriculums. Conduct related training.
- Ensure compliance with all federal, state, and city regulations.

### **Special Projects**

- Provide oversight and management of special projects in real estate, affordable housing, and facilities.
- Assist Leadership Team in the development, implementation, and financing of long-term and short-term real estate and housing initiatives.
- Manage RFP process to identify consultants and professionals to assist with projects.
- Engage with governmental agencies, elected officials, partner organizations, funders, and other stakeholders.

### **TWO-YEAR PRIORITIES**

- Oversee the successful construction of the Broome Street Development Project (“CPC One”), a mixed-use project in the Lower East Side consisting of our new headquarters, community center, affordable housing, renovated synagogue, and small format retail. Manage team of professionals including owner’s representative, general contractor, architects, and lawyers. Liaise with development partner, city agencies, elected officials, community board, community groups, and neighboring properties. Assist in securing public and private funding.
- Coordinate the reorganization and refinancing of the CPC Housing Development Fund Corp. (“Hong Ning Housing for the Elderly”), a senior affordable housing building with 156 units and over 200 tenants. Work with team of professionals including consultants and lawyers. Liaise with government agencies and elected officials. Support staff and property management company in tenant engagement.

### **QUALIFICATIONS**

- Bachelor’s degree in real estate, business, or accounting or an undergraduate degree with certificates in a related field such as asset management or construction management
- At least 7 years of project/asset management experience, preferably with affordable housing
- At least 5 years of executive management or supervisory experience
- Commitment to working in human services and community development
- Background working in and for diverse communities
- Track record as an implementer and influencer who thrives on managing a variety of key initiatives concurrently
- Excellent verbal and written communication skills
- Self-starter and ability to work independently
- Fluency in Chinese preferred

### **HOW TO APPLY**

Send cover letter and resume to Bill Yeung, Director of Administrative Affairs, at [byeung@cpc-nyc.org](mailto:byeung@cpc-nyc.org) with “Director of Housing and Real Estate” in the subject line.

*CPC is an Equal Opportunity Employer. CPC values a diverse, equitable, and inclusive workplace and strongly encourages women, BIPOC, immigrants, LGBTQ+, individuals with disabilities, and veterans to apply.*