



**Fifth Avenue Committee**  
Our Community. Our Future.

## **Job Announcement**

### **Affordable Housing Development Project Manager**

**Status: Exempt**

**Unit: Housing Development**

**Position: Full-time, 35 hrs/week**

Fifth Avenue Committee (FAC), is a 40-year old nationally recognized South Brooklyn based, non-profit community development corporation and NeighborWorks America chartered member whose mission is to advance economic and social justice by building vibrant, diverse communities where residents have genuine opportunities to achieve their goals as well as the power to shape the community's future. FAC works to transform the lives of over 5,500 low and moderate-income New Yorkers annually so that we can all live and work with dignity and respect while making our community more equitable, sustainable, inclusive and just.

To achieve our mission FAC develops and manages affordable housing and community facilities, creates economic opportunities and ensures access to economic stability, organizes residents and workers, offers student centered adult education, and combats displacement caused by gentrification. In addition to our grassroots neighborhood work, we are actively involved in broader coalitions and campaigns.

The Housing Development Unit develops and preserves safe, affordable housing for residents in Brooklyn and Queens. The pipeline currently contains 7 active new construction and preservation projects comprising over 1,200 units and includes a diversity senior and family housing, and mixed income and mixed-use projects in a variety of locations in New York City. FAC places a strong emphasis on sustainable development as well as innovative deal structures and financing schemes to achieve our mission.

#### **Responsibilities:**

The Project Manager will be responsible for a variety of tasks involved in FAC's housing development work, with a specific emphasis on two renovation projects - 21 building housing renovation project currently in development and a 2 building special needs housing renovation project scheduled to begin renovations in 2019. He or she will report to the Director and will work closely with the other members of the Housing Development and Asset and Property Management units to manage and oversee the development process:

- Identifying, contracting with and overseeing the development team including the architect, attorney, engineers, appraisers, environmental consultants, Green/Energy Efficiency



consultants, General Contractors, Special Inspectors, Expeditors (when necessary), geotechnical testers and engineers, and other entities required to enable a project to proceed.

- Ensuring quality construction and Green building features and a robust value engineering process.
- Overseeing and managing the Construction Draw Request process including relations with NYC HPD, LIHTC investors, and private lenders regarding progress of work.
- Maintaining and updating project pro-forma and draw schedule, including sources and uses for each draw and overall project budget management.
- Work with staff coordinating temporary relocation to ensure orderly process for tenants.
- Coordinate with commercial tenants as needed.
- Keep and update building by building construction schedule.
- Maintaining project and trade breakdown schedule for General Contractor and other work
- Coordinate project close-out including cost certification and 8609's for Low Income Housing Tax Credit (LIHTC) projects.
- Overseeing the permanent closing process including preparing required due diligence documents, negotiating and discussion with lenders and government regulators, overseeing the development closing team including attorneys, and consultants, and ensuring a smooth transition from development to property management.
- Preparing financing applications to NYC Housing Preservation and Development, NYS Housing Finance Agency, NYC Housing and Community Renewal, Federal Home Loan Bank of New York, NYSERDA and other funding sources, as needed.
- Ensuring preparation of all documents required for the above applications, as well as due diligence required for both construction financing and permanent financing closing.
- Overseeing pre-development work including working with the architect and engineers on ensuring high quality, energy efficient renovations.
- Other duties, as assigned, required to both initiate and oversee advancement of housing development projects and report to funders/lenders, community stakeholders, colleagues, tenants and partners.

**Qualifications:**

- Bachelor's degree required; MPA, MUP or other relevant MA/MS preferred.
- Minimum 1 year of experience in construction or housing development, with direct responsibility for managing real estate projects.
- General knowledge of affordable housing finance required. Experience with the oversight of projects under construction preferred.
- Excellent communication (written and oral), interpersonal, excel and computer skills;
- Highly organized, detail oriented and self-motivated.
- Ability to learn quickly and utilize creative problem-solving skills;
- Able to work independently and in teams in an intimate, fast-paced work environment;



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- Commitment to FAC's mission, affordable housing, community building and economic development

**Compensation:**

Compensation is competitive and commensurate with experience. Fifth Avenue Committee offers a comprehensive benefits package including full health, dental and vision insurance benefits (following a 90 day waiting period), voluntary flexible spending plan, 403b retirement plan, and paid leave time including 18 vacation days and 3 personal days.

**How to Apply:**

Please email cover letter, resume and salary expectations indicating **“Project Manager”** in the subject line by **November 28th, 2018** to:

Jay Marcus  
Director of Housing Development  
Fifth Avenue Committee  
621 DeGraw Street  
Brooklyn, NY 11217

**Email: [jobs@fifthave.org](mailto:jobs@fifthave.org)**

**No phone calls, please.**

***Fifth Avenue Committee is an equal opportunity employer (EEO).***

***People of color, community residents, and women are strongly encouraged to apply.***