



Phipps Houses is one of the nation's oldest and largest not-for-profit developer/owners of affordable housing. It is a multi-faceted real estate organization, involved in the development, finance, construction and asset management of new and rehabilitated multi-family housing for low to middle income New Yorkers. Through its subsidiary, Phipps Houses Services, Inc., it conducts residential and some commercial property management, and its tax-exempt affiliate, Phipps Neighborhoods, provides human services to its development communities.

Title: Director of Rental Services

Reports to: General Manager

Background:

The candidate must have a minimum of a bachelor's degree with 3 years' experience or an associate's degree and 10 years' experience in renting affordable housing in NYC. Must have excellent verbal and written communication and interpersonal skills; Proficient in Microsoft word, excel, On Site, and Yardi or similar property management software.

Primary Function:

Together with a team of rental administrators, the Director of Rental will be responsible for filling all vacant units throughout the Phipps Houses & Affiliates portfolio within established timelines. Responsibilities include supervision of rental administrators who conduct all aspects of eligibility determination according to Low Income Tax Credit, Section 8 Programs as well as city, state and HUD requirements. Oversee management of wait lists.

Duties and Responsibilities:

- Oversee ongoing leasing of vacant apartments for multiple Phipps Houses & Affiliates properties
- Oversee application process and approval process with various city agencies. Liaison between Phipps Houses and Government agencies
HPD/HDC/HCR/NYCHA and LIHTC
- Ensure staff are properly trained and adhere to regulatory requirements for admission to affordable housing programs.
- Respond to applicant appeals
- Train rental administrators in eligibility calculations in accordance with various agency and program requirements;
- Conduct and supervise applicant interviews
- Coordinate leasing activities with Property management staff
- Prepare and execute lease packages
- Processing rental voucher packages
- Utilize various tracking and on line software tools to report and supervise leasing activities
- Coordinate with the site management staff to ensure the units are in excellent condition to receive new residents
- Conduct quality assurance reviews of completed files

Qualifications:

- Bilingual Spanish/English preferred.
- Minimum of Bachelor's Degree with 3 years' experience in affordable housing rentals in NYC or an Associate's Degree plus 10 years' experience
- Must have excellent verbal and written communication and interpersonal skills.
- Proficient in Microsoft word, excel, On Site, and Yardi management software.

Please apply through or job portal using the following link: <https://tinyurl.com/yarrjmso>