



Marketing Manager, Affordable Housing

Position Overview

The NYC Housing Partnership, a leading affordable housing nonprofit in New York City is seeking a qualified Marketing Manager to join the Marketing and Compliance department, which manages marketing activities of affordable housing developments that participate in various city and state subsidy programs and on-going compliance after the rent-up and initial sales.

Responsibilities

- Interact with city/state housing agencies, developers, managing agents, leasing agents, banks, homeownership counselors, vendors to seek eligible renters and buyers for income-restrict units that participate in subsidy programs including but not limited to Inclusionary Housing, 421-a, LIHTC.
- Review all relevant documents including regulatory agreement, administering agent agreement, grant agreements and implement all duties required according to program guidelines and regulations.
- Manage the marketing, compliance, and up-lease activities including submitting marketing plan for approval, placing advertisements, updating website, responding to applicant's inquiries, coordinating lottery process, managing the project logbook, selecting qualified tenants and submitting their files for agency approval, establishing waitlist, closing the project, and producing on-going compliance reporting documents.
- Work collaboratively with other Marketing Managers, Assistant Marketing Managers, and Administrative Assistants
- Report to the Deputy Director, and Director of the department and execute other duties as assigned.

Qualifications

Experience, knowledge and understanding of affordable housing, experience with HPD/HDC programs and/or marketing of income-restricted required.

- Strong project management skills, results-driven, adaptable with ability to manage multiple priorities and meet deadlines.
- BA degree is required.
- High level of proficiency in Word, Outlook, and Excel.
- Excellent written and verbal and communication skills.
- High level of attention to detail and work quality.
- Self-starting, energetic, quick learning, resourceful, good problem-solving skills, can work independently as well as with a team.
- Bi-lingual in Spanish a plus, but not required.
- Notary public a plus.
- Authorization to work in the U.S. required.

Based in New York City. Immediate start. Salary commensurate with experience. Competitive benefits package.

Housing Partnership Development Corporation is an equal opportunity employer and affords equal opportunity to all applicants for all positions without regard to race, color, religion, sex, sexual orientation, national origin, citizenship, age, handicap or disability, veteran status or any other characteristic protected by law.

Please send cover letter and resume to htrinidad@housingpartnership.com.

EOE; M/F/D/V