



**MHANY Management Inc.**  
*(A Mutual Housing Organization)*  
470 Vanderbilt Avenue, 9<sup>th</sup> Floor  
Brooklyn, NY, 11238  
Ph: 718-246-8080 Fax: 718-246-7938  
[www.mutualhousingny.org](http://www.mutualhousingny.org)

MHANY Management, Inc. (“MHANY”), a mutual housing association, is a not-for-profit community and housing development organization committed to increasing affordable housing opportunities for low- and moderate-income residents of New York City. For over 35 years we have offered development, and management services as well as comprehensive housing counseling. We oversee a portfolio of over 2,200 apartments in more than 220 buildings throughout New York City and almost 100,000 SF of commercial and community facility space. MHANY has helped build equity, housing, and economic stability for thousands of families.

MHANY Management was founded on the belief that our housing, residential, and commercial projects, as centers of neighborhood revitalization in a majority-minority city, should be developed in partnership with the low and moderate income people of color who currently reside in the neighborhood. Accordingly, MHANY, through our policy and program work, advances a social and racial justice framework that elevates the leadership of ethnic minorities, women, people with disabilities, seniors, and other disenfranchised communities. We encourage contributions from all our building residents and work to build relationships with residents. The successful candidate must believe in the core MHANY values and be driven by its mission to provide quality affordable housing to low- and moderate-income individuals and families.

**POSITION:**                    **PROJECT MANAGER, LANDLORD AMBASSADOR PROGRAM**

**JOB CATEGORY:**    Exempt, position is fully in-person.

Under the direction of the Executive Director, the Project Manager performs a wide variety of services related to the Landlord Ambassador Program. The Landlord Ambassador Program (LAP), a demonstration program in collaboration with the New York City Department of Housing Preservation and Development, and Enterprise Community Partners, leverages MHANY’s expertise to help small- to mid-sized property owners achieve financial, physical, and operational stability and leverage the resources available in the affordable housing sector.

As the cost of living increases citywide, the program helps small-scale landlords/HDFC cooperatives understand and employ strategies to withstand swings in the housing market, ultimately protecting low-income households from rising rents and ensuring that valuable real estate assets remain in local ownership. If owners can preserve the affordability of their buildings and maintain cash flow through housing upgrades, they can help tenants stay in place, minimize pressure to sell their buildings, and stabilize communities in the process.



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## **JOB RESPONSIBILITIES:**

### *Technical Assistance*

- Inspect properties and assess building conditions under guidance from Senior Construction Manager
- Create stabilization plans to address emergency/immediate conditions (i.e. emergency boiler replacements, entering into DEP/DOF payment plans, etc.), as well as plan for long-term physical, financial and operational stability
- Provide referrals to qualified third parties as needed (general contractor, architects, engineers, attorneys, etc.)
- Develop training series geared towards helping landlords be in good standing for public and/or private financing
  - Examples of training topics include, creating a rent roll, organizing building financials, and understanding their financial state
- Serve as the intermediary between landlords/coop leadership & institutions providing loan programs such as Habitat NYC and NYC Department of Housing Preservation and Development
- Assist landlords with collecting required documents for loan applications, and creating proformas and development budgets on the landlord's behalf
- Attend any construction meeting for program participants that have closed on funding with HPD to be aware of progress and to continue to provide support to the landlord/coop when needed.

### *Outreach*

- Conduct outreach through homeowner associated and local electives to effectively reach homeowners in need of assistance
- Attend any necessary shareholder or tenant meetings to communicate any progress made towards financial and physical stability of the building

### *Administrative*

- Quarterly summaries of activities/deliverables and milestones achieved, as well as challenges encountered
- Package requisitions to be sent to HPD for the distribution of funds

## **QUALIFICATIONS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Self-starter with a high degree of initiative
- Highly organized with an ability to multitask during stressful situations outside of one's control



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- Able to work both independently and collaboratively in an intimate, and usually fast-paced environment
- Ability to learn quickly and problem solve
- A sense of humor and an ability to go with the flow
- Culturally sensitive and empathetic to a diverse, multicultural community of participants
- Willingness to travel often to all 5 boroughs in NYC to directly engage with people
- Familiarity with housing finance concepts and underwriting and affordable housing landscape
- Apply good judgment and flexibility within a variety of professional scenarios
- Effective oral and written communicator including ability to articulate complex industry concepts to various audiences
- Spanish language abilities a plus

#### **EDUCATION AND/OR EXPERIENCE:**

- Bachelor's Degree and/or Master's Degree in urban planning, business administration, or a related field
- One (1) to three (3) years related experience in housing development planning, implementation, program management
- Experience and/or expertise in housing development projects for low- and moderate-income communities preferred
- Proficient in Microsoft Office Suite with intermediate to advanced knowledge of Word & Excel
- Strong financial and analytical skills

Competitive benefit package offered. Salary commensurate with experience.

**To apply:** Applicants should submit a cover letter and resume to Arunabha Chakravarty at [achakravarty@mutualhousingny.org](mailto:achakravarty@mutualhousingny.org). Please include "Project Manager, Landlord Ambassador Program Position" in the subject line.

MHANY is an equal opportunity employer