



# Senior Project Manager, Moderate Rehabilitation and Stabilization Loan Programs for the Division of Preservation Finance

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## **About the Agency:**

The New York City Department of Housing Preservation & Development (HPD) promotes quality and affordability in the city's housing, and diversity and strength in the city's neighborhoods because every New Yorker deserves a safe, affordable place to live in a neighborhood they love.

- We maintain building and resident safety and health
- We create opportunities for New Yorkers through housing affordability
- We engage New Yorkers to build and sustain neighborhood strength and diversity.

HPD is entrusted with fulfilling these objectives through the goals and strategies of "[Housing Our Neighbors: A Blueprint for Housing and Homelessness](#)," Mayor Adams' comprehensive housing framework. To support this important work, the administration has committed \$5 billion in new capital funding, bringing the 10-year planned investment in housing to \$22 billion—the largest in the city's history. This investment, coupled with a commitment to reduce administrative and regulatory barriers, is a multi-pronged strategy to tackle New York City's complex housing crisis, by addressing homelessness and housing instability, promoting economic stability and mobility, increasing homeownership opportunities, improving health and safety, and increasing opportunities for equitable growth.

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## **Your Team:**

The Office of Development (OOD) leads the agency's effort to create and preserve affordable housing as a critical part of [Housing Our Neighbors: A Blueprint for Housing and Homelessness](#) in collaboration with other HPD offices as well as other city, state and federal agencies. The OOD is comprised of seven divisions that administer a range of programs. These divisions include New Construction Finance, Special Needs Housing, Building and Land Development Services (BLDS), Homeownership Opportunities and Preservation, Preservation Finance, Compliance and Enforcement and Housing Incentives.

The Division of Preservation Finance administers multiple financing programs including the Multifamily Housing Rehabilitation Loan Program (HRP), the Participation Loan Program (PLP), the Housing Preservation Opportunities Program (HPO), the Green Housing Preservation Program (GHPP), the Lead Hazard Reduction and Healthy Homes HUD Multifamily Program (HUD MF), the Third Party Transfer Program (TPT), Multi-Family Preservation Loan Program (MPLP) il, Neighborhood Pillars Program ("Pillars") and the LIHTC Portfolio Preservation (Year 15) Program. These programs facilitate the financial and physical viability, as well as affordability of privately-owned multi-family and single-family buildings throughout New York City. The Division plays a key role in implementing the overall preservation strategy for HPD's Office of Development in support of the Mayor's Blueprint.

## **Your Impact:**

The GHPP Program provides low- or no-interest loans to finance energy efficiency and water conservation improvements, lead remediation, and moderate rehabilitation work. The program is designed to assist small- and mid-size building owners improve building conditions and lower operating expenses to ensure the long-term physical and financial health of their buildings. The HRP program provides low-interest loans (up to 3%) to privately-owned multifamily buildings with 3+ units to assist in the rehabilitation and energy performance of their buildings. Buildings over 50 units that cannot support private debt or buildings under 50 units that do not meet the energy reduction requirement of the GHPP are eligible to participate in this loan program. Similar to GHPP, most buildings are also eligible to receive tax incentives through J-51 or Article XI programs.

**The Department of Housing Preservation & Development and the City of New York is an equal opportunity employer.**

**Your Role:**As Senior Project Manager, you will work under the supervision of and report to the Director and Deputy Director of the Moderate Rehabilitation and Stabilization Loan Programs within HPD's Division of Preservation Finance. You will work to close on capially funded financial transactions under the Green Housing Preservation Program and Multifamily Housing Rehabilitation Program, particularly the more complex and challenging ones, as well as assist the Director and Deputy Director in program administration, including developing resource materials and process improvements, analyzing policy recommendations and facilitating implementation of new policies and in the training and mentoring project management staff.

**Your Responsibilities:**

As Senior Project Manager, you will perform duties including, but not limited to the following:

- Managing intake, assessment, and underwriting of complex capially funded projects including resolving complex workouts and challenges.
- Ensuring timely completion of transactions
- Preparing statistical and tracking reports
- Assist in onboarding and training other project managers and other Division staff and more junior Project Managers including providing direct mentorship on projects.
- Develop Division resource materials, process improvements, analyzing policy recommendations and facilitating implementation of new policies.
- When directed by Deputy Director or Director, communicate with interagency partners and external parties to facilitate program goals and policies.
- Working on other special projects as needed

As the ideal candidate, you should have strong financial analysis skills, including financial modeling and financial statement analysis; be detailed-oriented; self-motivated; able to independently manage multiple projects; make policy recommendations; exhibit exceptional analytical, problem-solving, and negotiating skills; and demonstrate experience in meeting competing deadlines. You should also demonstrate strong verbal and written communication skills.

**Preferred Skills**

- Interest in community development, urban planning, affordable housing, or real estate finance
- Knowledge of New York City affordable housing and private lending programs
- Interest and/or experience working with small building owners and/or low-capacity borrowers
- At least 1 year of underwriting experience
- Advanced computer skills including competency in full Microsoft Office suite, especially Excel
- Capacity to simultaneously work on multiple tasks and set priorities for a challenging workload
- Strong interpersonal and communication skills. Excellent writing and editing skills
- 2-3 years of applicable experience working in a fast-paced and often-changing environment

*As of August 2, 2021, all new hires must be vaccinated against the COVID-19 virus, unless they have been granted a reasonable accommodation for religion or disability. If you are offered city employment, this requirement must be met by your date of hire, unless a reasonable accommodation for exemption is received and approved by the hiring agency.*

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**How to Apply:**

Please go online and apply at [www.nyc.gov/careers](http://www.nyc.gov/careers) . Search for **JOB ID# 559131**

City Employees: Apply through the Employee Self Service portal (ESS) at [www.nyc.gov/ess](http://www.nyc.gov/ess). Search for **JOB ID# 559131**

**Salary range for this position is: \$74,650 - \$85,847**

**NOTE:** Only those candidates under consideration will be contacted.

**NYC residency required**