NEIGHBORHOOD RESTORE HOUSING DEVELOPMENT FUND CORPORATION
JOB POSTING

PROJECT MANAGER/ASSET MANAGER

Organization Overview
Neighborhood Restore Housing Development Fund Corporation ("Neighborhood Restore") and its affiliate nonprofit entities (Restored Homes HDFC, Restoring Communities HDFC, Preserving City Neighborhoods HDFC, Project Rebuild, Inc.) collaborate with the New York City Department of Housing Preservation and Development ("HPD") on programs that seek to foster neighborhood stabilization by efficiently transitioning properties from physical and financial abandonment to responsible third party ownership. Neighborhood Restore also utilizes citywide partnerships to create affordable homeownership opportunities for households of low- and moderate- income.

Responsibilities
Portfolio-Related:
- Manage a portfolio of sites and oversee property management and development activities for those sites.
- Oversee the property managers in activities including development and approval of annual budgets and building stabilization plans, review of monthly financial positions, coordination of emergency repairs, and facilitation of productive tenant relations.
- Work with HPD, private funding institutions, and other City agencies to assist developers to complete scopes of work and financing options, rehabilitation plans, tenant communication and construction loan closing.
- As necessary, will reconcile developer accounts in preparation for the transfer of property including: all deficits, surpluses, waivers, building stabilization expenses, violations, liens and other direct costs.

Program-Related:
- Manage and/or participate in ongoing special projects leading to further development and growth of the program. Projects may include assisting Deputy Director with development of procedures and performance evaluation systems for the program.
- Work with HPD to evaluate RFQ responses from potential developers, select qualified developers, and assist HPD in creating clusters of properties based on various property and tenant-body characteristics.
- Plan and participate in orientations and informational sessions for developers and/or tenants. Manages related communication materials, including developer handbook and tenant handbook.
- Respond to requests for information made by City agencies, elected officials, the NR Board of Directors, RFQ respondents, and the general public.
- Participate in quarterly NR Board of Directors' meetings.

Qualifications:
- Minimum of 3-5 years of work experience in the areas of housing or community development, property/asset management, or planning is required. Work experience with the City of New York and familiarity with NYC neighborhoods is preferred.
- Bachelor's degree is required, and a graduate degree is preferred, but additional years of relevant experience may substitute for a formal degree.
- Strong organizational and communications skills.
- Knowledge of MS Word, Access, Excel, Outlook, PowerPoint, Sales Force and ArcGIS.
- Ability to coordinate complex activities, meet deadlines and use good judgment in satisfying conflicting demands and setting priorities.
- Ability to work independently and to perform tasks with limited supervision.
- Must have a strong interest in non-profit and government work and a willingness to work as an effective, enthusiastic member of a team towards the organizations' missions.

Please email cover letter and resume to: humanresources@neighborhoodrestore.org

Neighborhood Restore is an Equal Opportunity Employer.