

# NEIGHBORHOOD RESTORE HOUSING DEVELOPMENT FUND CORPORATION

## JOB POSTING

### **PROJECT 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, Neighborhood Renewal 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.

Neighborhood Restore’s affiliate entity, Preserving City Neighborhoods HDFC (“Preserving City Neighborhoods”) is working in collaboration with a unique set of partners supported by HPD to oversee the Community Restoration Fund (“CRF”) Program. The CRF Program acquires overleveraged mortgage notes for the purpose of repositioning and preserving distressed or at-risk distressed housing in New York City.

#### **Responsibilities**

- Work closely with HPD, community partners, and loan servicing organization to review loss mitigation workout proposals for homeowners. Present proposals to Credit Committee and monitor progress of loss mitigation resolutions.
- Prepare management reports to track status of loss mitigation activities for homeowners in portfolio.
- Maintain compliance with all programmatic and funding reporting requirements.
- Prepare and submit requisitions to credit facility lenders to fund program expenses including acquisitions, carrying costs, and rehabilitation.
- Perform property and legal due diligence for future acquisitions of properties by liaising with lenders, servicers, attorneys, and title companies.
- Manage a portfolio of sites and oversee property management and development activities.
- 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.
- Submit and monitor applications to secure additional funding including, but not limited to, grant funds from New York State’s Affordable Housing Corporation.
- 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.
- Participate in quarterly Board of Directors’ meetings.

#### **Qualifications**

- Minimum of 3-5 years of work experience in the areas of housing or community development, neighborhood stabilization, property/asset management or planning is required.
- Bachelor’s degree is required, and a graduate degree is preferred, but additional years of relevant experience may substitute for a formal degree.
- Work experience with the City of New York, mortgage banking, loan servicing, foreclosure prevention and loss mitigation experience is preferred.
- Familiarity with and willingness to travel throughout NYC neighborhoods is preferred.
- Thorough knowledge of Microsoft Office and ArcGIS. Expertise in advanced functions of MS Excel.
- Strong attention to detail, extremely well-organized, with the ability to meet frequent and changing deadlines.
- 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 send your cover letter and resume to: [humanresources@neighborhoodrestore.org](mailto:humanresources@neighborhoodrestore.org)

**Neighborhood Restore is an Equal Opportunity Employer**