



**MHANY MANAGEMENT, INC.**  
**470 VANDERBILT AVENUE, 9<sup>th</sup> FLOOR**  
**BROOKLYN, NEW YORK 11238**  
**PHONE: 718-246-8080**  
**FAX: 718-246-7938**

MHANY Management, Inc. (“MHANY”), a mutual housing association, is a not-for-profit community and housing development organization that owns and manages over 2,000 affordable rental apartments throughout New York City and in Patterson, New Jersey. MHANY also provides free-of-charge counseling for first time home buyers and foreclosure prevention for homeowners. 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, AFFORDABLE HOUSING DEVELOPMENT**

**JOB CATEGORY:** Exempt

**REPORTS TO:** Executive Director

Under the direction of the Director of Housing & Policy and the Executive Director, the Affordable Housing Project Manager performs a wide variety of tasks directly related to the planning, predevelopment, development, implementation, and advocacy of affordable housing development projects, from acquisition through construction and occupancy.

**JOB RESPONSIBILITIES:**

- Provide full, direct service, and undertake all tasks involved with the housing development and community development projects
- Conduct frequent outreach to residents and develop solid relationships in order to facilitate the development process including temporary relocation during building rehabilitation and/or coordination during tenant in place building rehabilitation work
- Implement a system and develop project management skills to successfully move housing development projects through predevelopment, construction and into the completion/conversion and lease-up stages of development
- Track and coordinate activities of all internal and external development team members including but not limited to municipal agencies (NYC HPD, HDC, DOB, etc), general contractors, architects, consultants and private lenders to ensure that project deliverables are on time and on budget
- Establish and maintain dialogue with various stakeholders, i.e., community residents, companion organizations, homeowners, residents, etc. in order to effectively meet the goals and mission of the organization
- Represent the organization at external meetings

**SKILL SET:**

- Self-starter with a high degree of initiative
- Responsible, accountable, and able to work congenially with individuals with diverse backgrounds and skill sets
- Willing and able to directly engage with building and community residents during the development process
- Familiarity with housing finance concepts and underwriting and affordable housing landscape
- Able to develop creative organizational strategies; apply good judgment and flexibility within a variety of professional scenarios



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- Multitasker that responds professionally to high stress, oftentimes, sensitive situations
- Effective oral and written communicator including ability to articulate to various audiences including senior office staff, maintenance staff, development team partners and tenants
- Collaborative team player
- Spanish language abilities a plus

### **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.

### **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

Send resume and cover letter to [careers@mutualhousingny.org](mailto:careers@mutualhousingny.org) with "Project Manager" in the subject line.

**Competitive benefits package offered**  
**Salary commensurate with experience**  
**MHANY is an equal opportunity employer**