

Project Manager – Affordable Housing Redevelopment Community League of the Heights (CLOTH), New York, NY

Community League of the Heights (CLOTH) is seeking a full-time Project Manager to oversee the redevelopment of affordable housing in Washington Heights, New York. CLOTH is an experienced affordable housing developer with a portfolio of 36 properties. This is an opportunity to redevelop and preserve affordable housing for families in NYC in a dynamic, community-based organization.

Background

Community League of the Heights (CLOTH) is a multi-faceted community development and service organization dedicated to supporting and empowering the economically disadvantaged residents of Inwood, Washington Heights and Hamilton Heights. Our mission is to provide the knowledge, resources, and opportunities our residents need to empower themselves and their community. Our work encompasses advocacy, organizing, education, health, youth services and neighborhood improvement. Since our inception in 1952, CLOTH has grown from an all-volunteer agency focused on the youth of Washington Heights to an influential community development corporation. CLOTH offers an array of services including after school programs, an award winning middle and high school, food pantry and technology center.

In addition to our health and education community-based programs, CLOTH is a highly experienced affordable housing developer. CLOTH is a recognized leader in the transformation of distressed properties into high quality affordable homes. Our housing portfolio currently includes 36 properties with a total of 557 units located in the neighborhoods of Inwood, Washington Heights and Hamilton Heights. Our properties serve a variety of populations including the formerly homeless, youth aging out of foster care, those with chronic mental illness, the elderly, and families. With extensive experience in low-income housing tax credits, HOME, RAD, and other programs, CLOTH has successfully secured millions of dollars in project financing to redevelop and preserve hundreds of units of affordable housing.

Job Summary and Responsibilities

The Project Manager will report to the Director of Real Estate Development and be responsible for a range of activities from pre-development through construction and permanent financing conversion. The Project Manager will serve as the primary point person for CLOTH's redevelopment projects and will be responsible for ensuring the on-time and on-budget completion of projects. The Project Manager must have the ability to work both as part of a team and independently on complex assignments. Specific responsibilities include the following:

- Manage real estate development projects from predevelopment through construction
- Oversee project development team
- Review and negotiate project legal and contract documents
- Monitor construction process including progress schedules and finances
- Prepare, analyze, and revise pro formas

- Communicate with internal and external development team members; i.e. architect, contractor, HPD, or other consultants
- Develop and track project budgets before and during construction
- Coordinate relocation for existing tenants during construction
- Market rehabilitated affordable units
- Conduct and arrange regular site inspections and construction draw meetings
- Personally inspect active construction projects at least two times a month
- Represent the Organization to stakeholders and the general public
- Strategize and plan outreach to garner community support for projects
- Attend and participate in community and government organization meetings
- Research sources of funding and maintain a familiarity with requirements
- Prepare and submit funding applications for predevelopment, construction and permanent financing
- Prepare and presents progress reports to supervisor, senior team, board of directors, board committees, and others as requested
- Coordinate transfer process with Asset Management and Resident Services staff after completion of construction and/or acquisitions of existing residential units

Job Qualifications

BA degree in urban planning, public administration, accounting, business, real estate or related field with four or more years of project management experience with a real estate development firm or related business. Advanced degree in related field preferred. Experience with lender or investor organizations can be substituted as partial experience. Experience with low-income housing tax credit financing is required. The ideal candidate should have community planning and contract management experience; knowledge of, or experience with, issues confronting of low-income communities and families. Fluency in Spanish and supervisory experience are a plus.

- Real estate development experience, including experience in affordable and LIHTC housing development
- Knowledge and experience with NYC HPD programs such as YR 15, PLP etc.
- Solid understanding of operating budgets and proformas, with experience in the use of related software programs
- Ability to successfully manage and complete complex development projects that involve multiple sources of financing
- Excellent verbal and written communications and interpersonal skills
- Ability to take initiative and work with directed, but limited, supervision
- Experience with and interested in working in a community-based organization
- Ability to make public presentations and to work successfully with community groups, government and private lenders, and low-income tenants
- Knowledge of budgets and finance and cost management
- Familiar with various funding sources and application processes for affordable housing development
- Basic knowledge of building construction and ability to track and manage construction projects, subcontractors and project development participants
- Strong written and verbal communication skills
- Leadership and team building skills

- Strong skills in various software applications especially spreadsheets, word processing and databases including MS Office Excel, Word, PowerPoint and Project Manager and Adobe

We offer a competitive salary & comprehensive benefit package including health insurance, paid vacation and personal days.

To apply please email your resume and cover letter to Debra Keenan at dkeen@cloth159.org For more information on our organization please visit our website at www.cloth159.org.