

Job Title: Project Manager (Supportive Housing Development)  
Full Time Position  
Reports To: Director of Housing Development  
Company: Service for the Underserved, Inc.  
Location: Manhattan, NY

Date: August 2, 2018

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Service for the Underserved, Inc. (S:US) is a dynamic and growing social service and housing agency with 40 years experience in providing housing and services to the most vulnerable in New York City. S:US is currently seeking to hire a Project Manager to assist the Real Estate Development Team. This is an exciting time for the Development Team, as S:US has a dynamic and growing pipeline of affordable and supportive housing. S:US is among the two largest providers of supportive housing in New York State, and among the largest nationally.

The Project Manager will have the expertise and experience in affordable housing finance to assist projects from funding application to land acquisition, construction financing, construction management, leasing and permanent financing. The work will include the preservation and new construction of supportive and affordable housing both independently and with various for-profit partners.

#### Job Responsibilities:

- Assist Director with financial underwriting;
- Complete financing applications for HPD, HCR, HFA, Etc.;
- Research and identify funding sources;
- Coordinate the submission of due diligence to government agencies, lenders and investors ;
- Assist in the completion of responses to Requests for Proposals and Requests for Qualifications;
- Coordinate construction loan closings, cost certifications, permanent loan closings and 8609s
- Manage and track requisitions during construction.

#### Qualifications required:

- 4 Year college degree (Masters in a related field is preferred)
- 3-5 years of experience in affordable housing, development or related experience (preferred)
- Passionate about the S:US mission generally and provision of supportive housing in particular
- Ability to work independently or as part of a team
- Familiarity with the NYC affordable rental housing market
- Familiarity with NYC/NYS affordable and supportive housing financing and service programs.

- Experience working with NYC/NYS public agencies
- Understanding of low income housing tax credits (9%) and 4% (bond financing)
- Highly organized, detail oriented and self-motivated
- Strong interpersonal skills
- Strong multitasking ability
- Excellent written and verbal communication skills
- Strong MS Office Skills – focus on Excel
- Ability to work extended hours including nights and weekends when necessary (not often)

Interested candidates should send their resume to Martha Masoero Director of Housing Development at [mmasoero@sus.org](mailto:mmasoero@sus.org).