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| TITLE: | Project Manager |
| DIVISION/DEPT.: | Support Services - Real Estate |
| REPORTS TO: | Director of Housing Development |
| SUPERVISES: | NA |
| FLSA: | Exempt |

I. SCOPE OF ROLE:

Service for the Underserved, Inc. (S:US) is a dynamic and growing social service and housing agency with over 40 years of experience in providing housing and services to the most vulnerable in New York City.

The Real Estate team is tasked with maintaining and expanding S:US' large and diverse Real Estate portfolio. Our team's goal is to fulfill S:US' commitment to reducing homelessness and providing a life of purpose by ensuring all of our residents have a safe, clean, affordable place to call home, and all our staff have the right work environment to carry out the mission.

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 interest in affordable housing development to assist projects from land acquisition to 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.

II. ESSENTIAL DUTIES & RESPONSIBILITIES:

Project Management

- Work on assigned projects across all stages of development (pre-development, construction, building opening, permanent conversion);
- Coordinate the work of all third-party consultants on assigned projects (attorney, architect, environmental consultant, general contractor etc.);
- Coordinate the submission of due diligence to government agencies, lenders and investors;
- Project manage developments (mainly preservation) of housing for adults with developmental disabilities;
- Project manage shelter development (both purpose-built and conversion of existing building); and
- Assist in the completion of responses to Requests for Proposals and Requests for Qualifications.

Financing

- Work on financial underwriting;
- Research and identify funding sources; and
- Complete financing applications for HPD, HCR, HFA, FHLBNY, HHAP, Reso A etc.

Construction Management

- Manage assigned projects during construction ensuring they are on time and within budget;
- Process requisitions and change orders working closely with the S:US finance team, development partners and lenders;
- Attend construction meetings and conduct site visits;
- Manage the construction project team (architect, General Contract, other consultants);
- Manage rehab of existing YR15 buildings within S:US' portfolio; and
- Keep the Director of Housing Development and SVP of Real Estate apprised of key construction milestones, potential delays and relevant unexpected field conditions and expenses.

Internal Collaboration and Reporting

- Work closely with the maintenance, finance and property management departments on the day-to-day operations of S:US' large and diverse housing portfolio;
- Work with program staff at the inception of projects to incorporate their vision into the building design;
- Coordinate communication between the project architect/GC and S:US' design team to develop furniture layouts for S:US office suites and common spaces; and
- Work with the grants team to complete social service funding applications.

III. KEY PERFORMANCE STANDARDS

- **Commitment:** passionate about the S:US mission generally and provision of supportive housing in particular.
- **Communication:** has strong interpersonal skills and the ability to communicate effectively both orally and in writing with team members, other S:US staff, outside development partners, government agencies and lenders.
- **Responsiveness:** able to work in a fast-paced environment, often times under the pressure of strict deadlines.
- **Organized:** ability to meet deadlines, multi-task while juggling competing priorities, high attention to detail.
- **Teamwork:** Ability to work both independently and in a team-oriented environment.
- **Self-Motivated:** independent thinker with the ability to demonstrate initiative and endeavor to maintain a stable level of productivity.

IV. REQUIRED EDUCATION AND EXPERIENCE

- Bachelor's degree
- 1-3 years of experience in affordable housing, development or related experience;
- 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);
- Strong MS Office Skills – focus on Excel; and
- Ability to work extended hours including nights and weekends when necessary (not often).

V. PREFERRED QUALIFICATIONS

- (Masters in a related field is preferred);

Interested applicants should email their resume and cover letter to Martha Masoero, Director of Housing Development, at mmasoero@sus.org.