



Position Announcement

With community residents leading the way, the mission of **Cypress Hills Local Development Corporation (CHLDC)** is to build a strong, sustainable Cypress Hills/East New York, where youth and adults achieve educational and economic success, secure healthy and affordable housing, and develop leadership skills to transform their lives and community. CHLDC is a dynamic, non-profit, holistic, community development organization serving the Cypress Hills/East New York neighborhood in northeast Brooklyn, seeks a real estate development professional, passionate about green affordable housing and economic development. This is an excellent opportunity to work with a team of professionals dedicated to planning and building affordable housing that serves the specific needs of our community.

Position: Community Development Project Manager

Cypress Hills Local Development Corporation has an opening for **one (1) full-time Community Development Project Manager** in the Community Development division.

Principal Duties:

The Project Manager will report to the Director of Community Development and will work closely with the other Community Development team members to:

- Manage all aspects of the predevelopment process for affordable housing new construction and preservation deals;
- Collaborate with funders, architects, attorneys, environmental consultants, representatives of public agencies, contractors and neighborhood organizations and residents;
- Draft, revise, and regularly update development and operating budgets for affordable housing and economic development projects;
- Oversee design and construction process with architects and contractors;
- Handle ongoing monitoring, requisition and compliance of projects under construction;
- Identify new community development opportunities, conduct feasibility analyses (including financial analyses) and prepare applications for funding;
- Plan for new manufacturing development projects and the preservation of the manufacturing sector in the community;
- Participate in cross-departmental projects;
- Demonstrates commitment to leadership development, community building, and community organizing as strategies for social change.
- Perform other duties as assigned.

Position Requirements:

- Degree in Urban Planning, Architecture, Real Estate or Finance preferred;
- Two years professional work experience, including project and/or construction management;
- Familiarity with the construction process, green building methods and materials, and property management experience a plus;
- Excellent communication (written and oral), interpersonal and computer skills;

- Commitment to affordable housing, community building and staff development;
- Self-starter willing to work as part of a team and to dream big when it comes to community development;
- Spanish-speaking a huge plus.

Supervision:

- Reports directly to the Community Development Director.

Compensation:

- Dependent upon experience. We offer a very competitive benefits package.

To Apply:

Please forward cover letter, resume, and three (3) references to Stephanie Becker, Community Development Director at stephanieb@cypresshills.org.

CYPRESS HILLS LOCAL DEVELOPMENT CORPORATION IS AN EQUAL EMPLOYMENT OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER AND IS COMMITTED TO WORKPLACE DIVERSITY AND INCLUSION.

We are an equal opportunity employer and do not discriminate in hiring or employment on the basis of race, color, religion, national origin, gender, marital status, sexual orientation, age, disability, veteran status, or any other characteristic protected by federal, state, or local law. We promote recognition and respect for individual and cultural differences, and we work to make our employees feel valued and appreciated, whatever their race, gender, background, or sexual orientation.

We offer competitive salaries, excellent benefits, and a pleasant working environment. Salary is based on a nonprofit scale and commensurate with experience.

EOE Minorities/Women/Disabled/Veterans