



GODDARD RIVERSIDE COMMUNITY CENTER

Job Title: Deputy Executive Director of Property	Job Classification: Executive/Exempt
Program/Department: Administration	Reports to: Executive Director
Days: Monday – Friday	Hours: 9am to 5pm
Salary Range:	Updated: May 2017
Intro/Program Description: Goddard Riverside Community Center (GRCC) is a well established Manhattan community based agency with an annual operating budget of approximately \$30 million. GRCC is one of New York City’s leading human service organizations meeting the basic needs of children, youth and families, homeless people, and older adults through 25 plus programs at 22 sites across Manhattan.	
Purpose of Position: Goddard Riverside Community Center (“GRCC”) operates five supportive housing residences that provide permanent and affordable housing with on-site services for over 600 tenants. The Deputy Executive Director of Property, reporting to the Executive Director, has day-to-day responsibility for these sites and is the key contact with the managing agent for the buildings. This position also provides staff support to the housing corporations’ Boards of Directors. In addition to overseeing the residences, the Deputy Executive Director is responsible for developing a pipeline of new housing opportunities.	

Role, Responsibilities and Essential Duties

- Oversee the operation and management of GRCC’s five residential buildings
- Ensure compliance with building and housing codes and government grant requirements
- Monitor asset management and oversee finances of the housing companies
- Oversee the quality of work performed by major vendors, including HVAC, elevator and boiler maintenance contracts; incorporate energy efficient upgrades whenever possible
- Recruit, hire, train, supervise, evaluate and discipline building managers
- Act as liaison between residences and managing agent Grenadier Realty Corporation, including recruiting and hiring of building staff, tracking rent payments and expenses, and coordinating repairs and other capital improvements
- Provide staff support to the governing boards of the housing companies, including but not limited to convening and conducting semi-annual meetings, preparing minutes, etc.
- Develop a pipeline of new housing, and provide expertise and project management from concept to design to construction, including financing when necessary
- Monitor changes in housing finance and subsidies to sustain revenue and viability of programs
- Serve as agency representative with government agencies, community organizations and housing organizations
- Work with GRCC and individual Housing Corporation Boards of Directors to evaluate and improve housing programs
- Performs other duties as assigned

Qualifications/Education Requirements

- Minimum requirement is a Bachelor's Degree in a related discipline and preference is for a Master of Business or Public Administration or equivalent level of education.
- At least 5 years' experience in housing management
- Experience in developing new housing projects
- Any of the following certifications would be a plus: Certified Property Manager CPM, Accredited Residential Manager ARM, or Real Estate License, Fire Safety Director Certification

Knowledge, Skills and Abilities

- Knowledge of affordable housing finance (NYC Housing Development Corporation, NYC Housing Preservation and Development; low-income housing tax credits, etc.)
- Knowledge of requirements for eligible and recertification for senior housing and Section 8 preferred
- Strong communication skills

Computer Skills: To perform this job successfully, an individual should have/be:

- Proficient with Microsoft Suite, especially Word and Outlook

Physical Requirements

- Ability to move within and between housing sites: 3 on Upper West Side and 2 in West Harlem (including walking buildings, traversing stairwells)

Work Environment

- Office work
- Residential buildings

The intent of this job description is to provide a representative summary of duties and responsibilities that will be required of this position and title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Employees may be requested to perform job related task other than those specifically presented in this description. This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.

Resumes should go to: employment@goddard.org