



Fifth Avenue Committee

621 DeGraw Street, Brooklyn, NY 11217

t: 718.237.2017

f: 718.237.5366

www.FifthAvenueCommittee.org

Fifth Avenue Committee **Housing Development Project Manager**

Fifth Avenue Committee, Inc. (FAC) is a 38 year old South Brooklyn based non-profit community-development corporation whose mission is to advance economic and social justice. FAC develops and manages affordable housing and community facilities, creates economic opportunities and ensures access to economic stability, organizes residents and workers, offers student-centered adult education, and combats displacement caused by gentrification. FAC works to transform the lives of over 5,500 low and moderate income New Yorkers annually so that we all live and work with dignity and respect in communities that are more equitable, sustainable, inclusive and just.

The Housing Development Unit develops and preserves safe, affordable housing for residents in South Brooklyn. The pipeline currently contains 6 active new construction and preservation projects comprising over 1,000 units and includes a diversity senior and family housing, and mixed income and mixed use projects in a variety of locations in New York City. FAC places a strong emphasis on sustainable development as well as innovative deal structures and financing schemes to achieve our mission.

Responsibilities:

The Project Manager will be responsible for a variety of tasks involved in FAC's housing development work including for both new construction and renovation projects. He or she will report to the Director and will work closely with the other members of the Housing Development unit to manage and oversee the development process:

- Identifying potential sites for new projects including site analysis and acquisition negotiations;
- Identifying, contracting with and overseeing the development team including the architect, attorney, engineers, appraisers, environmental consultants, Green/Energy Efficiency consultants, General Contractors, Special Inspectors, Expeditors (when necessary), geotechnical testers and engineers, and other entities required to enable a project to proceed;
- Preparing financing applications to NYC Housing Development Corporation (HDC), NYC Housing Preservation and Development, NYS Housing Finance Agency, NYC Housing and Community Renewal, Federal Home Loan Bank of New York, NYSEDA and other funding sources
- Ensuring preparation of all documents required for the above applications, as well as due diligence required for both construction financing and permanent financing closing;
- Ensuring quality construction and Green building features and a robust value engineering process;



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- Keep and updating project and trade breakdown schedule for General Contractor and other work.
- Preparing and submitting construction funding draws including maintaining relations with lenders, investor and government agencies;
- Coordinate project close-out including cost certification and 8609's for Low Income Housing Tax Credit (LIHTC) projects.
- Other duties, as assigned, required to both initiate and oversee housing development projects and report to funders/lenders, community stakeholders and partners.

Qualifications:

- Bachelor's degree required; MPA, MUP or other relevant MA/MS preferred.
- Minimum 1 year of experience in construction or housing development, with direct responsibility for managing real estate projects;
- General knowledge of affordable housing finance. Experience with the oversight of projects under construction;
- Excellent communication (written and oral), excel and computer skills;
- Highly organized, detail oriented and self-motivated;
- Commitment to FAC's mission, affordable housing, community building and economic development

Compensation:

Commensurate with experience. FAC offers an excellent benefits package including full health and dental insurance (following a 90 day waiting period), life insurance, retirement savings plan, flexible spending and paid time off.

To Apply:

E-Mail resume, cover letter and salary history and requirements by **April 3, 2017** to:

Jay Marcus, Director of Housing Development
Fifth Avenue Committee
621 DeGraw Street
Brooklyn, NY 11217
jobs@fifthave.org

Please put "Project Manager Position" in subject line of email. Please note that applications without cover letter and resume will not be reviewed.

***FAC is an equal opportunity employer (EEO).
People of color, community residents and women are strongly encouraged to apply.***