



242 West 36th Street, 3rd Floor, New York, NY 10018
tel 646.217.3370, fax 646.217.3788
www.housingpartnership.com

Job description: Homeownership Manager, Affordable Housing

Position Overview

The leading affordable housing nonprofit in New York City is seeking a qualified Homeownership project manager to manage the marketing activities of affordable housing units that participate in various city and state subsidy programs and on-going compliance after the rent-up and initial sales.

Responsibilities

- Interface with city/state housing agencies, developers, managing agents, leasing agents, banks, homeownership counsellors, vendors to seek eligible renters and buyers for income-restrict units that participate in subsidy programs including but not limited to Inclusionary Housing, 421-a, LITHC.
- New York State Tax Credit
- Manage the homeownership marketing activities including submitting marketing plan for approval, placing advertisements, updating website, responding to applicants inquiries, coordinating lottery process, processing log book, selecting tenants with certain process and procedures, establishing waitlist, closing the project, producing on-going compliance reporting documents.
- In-person interview applicants, review applicants' files and determine their qualifications, and in-house approve eligible applicants or submit file for agency approval.
- Review all relevant documents including regulatory agreement, administering agent agreement, grant agreements and implement all duties required according to program guidelines and regulations.
- Work closely with chief operating officer, other marketing managers and coordinator in the marketing department, as well as controller
- Other duties assigned

Qualifications

- Experience, knowledge and understanding of or strong interest in affordable housing, experience with HPD/HDC programs and/or marketing of income-restricted units a plus but not necessary
- Strong project management skills, results-driven, adaptable with ability to manage multiple priorities and meet deadlines.
- BA degree is required
- Bi-lingual a plus (but not necessary)
- High level of proficiency in Word, Outlook, and Excel.
- Excellent written and verbal and communication skills.
- Impeccable attention to detail and work quality
- Self-starting, energetic, quick learning, resourceful, good problem-solving skills, can work independently as well as with a team

Based in New York City. No frequent travel required. The manager will report to Chief Operating Officer
Salary commensurate with experience, 401K plan and medical benefits. Immediate start.

Please send cover letter and resume to eperry@housingpartnership.com

Housing Partnership is an equal opportunity employer and affords equal opportunity to all applicants for all positions without regard to race, color, religion, sex, sexual orientation, national origin, citizenship, age, handicap or disability, veteran status or any other characteristic protected by law.

EOE; M/F/D/V