



Title: Housing Development Coordinator

Job Summary: Support the Director of Community Development and Planning in all administrative functions including analysis of new residential/mixed-use development opportunities in the NYC metro region. Complete funding applications for capital financing, grant proposals for operating funding, due diligence and compliance documents for all new housing investments, liaison with relevant agencies, governmental and financial entities and day-to-day administration. Coordinate efforts in order to successfully complete under-construction projects.

Reports to: Director of Housing and Community Development

Essential duties include but are not limited to:

- Coordinate construction team tasks for under- construction projects, including construction meetings, calls, budget submissions, among others.
- Collaborate with HANAC Joint Venture affordable housing projects
- Administer ULURP processes when required for new housing projects
- Exploration and feasibility analyses of new community development opportunities
- Coordinate all pre-development efforts for new housing projects including financing
- Manage and complete submission of funding applications and grant proposals to various government agencies, lending institutions and foundations to support new development and their respective operations
- Act as agency liaison with governmental entities with whom HANAC contracts for services and capital projects (e.g. HPD, DHCR, HUD)
- Manage submission of all due diligence and compliance documents for all HANAC projects
- Coordinate schedules and meetings for senior staff as it pertains to the management of existing projects
- Maintain project files in a proficient and diligent manner
- Any other tasks as required

Qualifications:

- Master's degree or comparable experience in urban planning, public administration, business, real estate development/finance or community development
- Familiarity with affordable housing, construction, tax credits, land use and zoning in New York metropolitan area
- Commitment to issues facing low-income seniors and other vulnerable populations
- Excellent communications skills – writing and presentation ability
- Ability to work independently in carrying out assignments to completion
- Organized, enthusiastic, entrepreneurial and detail oriented

- Excellent computer skills including research capabilities, interface with agency sites,
- Sense of humor and perspective

Physical requirements: Sitting, standing for most parts of some days. Standing, moving about for most parts of some days. Ability to move about sites in all phases of construction including rough terrain, gravel, unfinished concrete for example

This position is determined to be Exempt for purposes of the US DOL Fair Labor Standards Act.

We are an equal opportunity employer.