

JOB ANNOUNCEMENT:
DIRECTOR OF ASSET AND PROPERTY MANAGEMENT

Title: Director of Asset & Property Management **Status:** Exempt
Unit: Asset & Property Management **Employee Type:** Full Time, 35 hours per week

Fifth Avenue Committee, Inc. (FAC) is an award-winning 48-year old South Brooklyn based non-profit comprehensive community development corporation and NeighborWorks America member whose mission is to advance economic, social, and racial justice in New York City through integrated, community-centered affordable housing, grassroots organizing, policy advocacy, and transformative education, training, and services that build the power to shape our community's future. FAC works to transform the lives of over 7,000 low- and moderate-income New Yorkers annually so that we can all live and work with dignity and respect while making our community more equitable, sustainable, inclusive and just.

The Director of Asset and Property Management is responsible for the overall performance, operations and strategic direction of FAC's New York City-based affordable and supportive housing and commercial and community facility portfolio financed by first mortgage loans, government subsidy loans including HOME funds, low-income housing taxes credits, and rental subsidies to ensure effective stewardship of these critical assets. This leadership role requires a hands-on, solutions-oriented professional with deep knowledge of property operations, team leadership, capital improvement projects and regulatory and legal compliance within New York City. The Director will oversee a team of Property Managers and maintenance staff, ensuring property performance, tenant satisfaction and operational efficiency.

Our Portfolio and Pipeline:

- FAC Owns 700+ affordable housing units across Brooklyn and Queens in 51 buildings
- Self-manages 600+ units and provides third-party management for 159 units.
- Serves low- and moderate-income residents in affordable rental, supportive & senior housing (373+ units) and limited equity / low-income co-ops (31 units).
- Manages two external social service partners and coordinates with internal Community and Resident Social Services Team
- Operates 30+ commercial/community facility spaces
- Developing over 1,600 new affordable homes in Brooklyn (approx. 1,000+ will be self-managed).
- Planning repositioning and improvements for 400 existing units to enhance resident quality of life and extend affordability.

Organizational Relationships

Reports to: Executive Director

Works with: Housing Development, Finance, and Marketing & Leasing teams to ensure properties' financial and physical health, regulatory compliance, and smooth transitions between development and management, Internal and external social service providers to support tenants in supportive and senior housing, including formerly homeless tenants living throughout FAC's portfolio

Asset and Property Management Team

5 full-time and 2 part-time asset and property management staff

1 full-time Maintenance Manager, who supervises 18 maintenance field staff (superintendents, porters, handypersons) responsible for day-to-day property operations.

Senior Leadership: Member of FAC's Management Circle (Senior Team) and co-staffs the Board's Real Estate and Asset Management Committee.

Responsibilities:

Leadership & Team Management

- Lead, manage, and mentor a team of Property Managers and on-site maintenance staff to ensure property performance, tenant satisfaction, and legal and regulatory compliance across all properties.
- Resolve property-level and team-related issues promptly and professionally, ensuring continuity of operations and tenant satisfaction.
- Lead emergency response and crisis management protocols when required; ensure 24/7 on-call coverage.
- Oversee third-party property managers, social service providers, security companies, consultants, and vendors to promote tenant well-being and asset health.
- Oversee staff responsible for commercial/community facility leasing, occupancy, and management.

Operations

- Oversee daily operations, leasing performance, rent collections, maintenance, compliance, and capital improvements for residential and commercial spaces.
- Serve as primary liaison with NYC HPD, DOB, FDNY, HRA and other agencies to ensure compliance with codes, regulations, and filing requirements.
- Direct major repairs and maintenance, including planning, budgeting, execution, and oversight.
- Implement and refine property management procedures, best practices, and preventative maintenance programs.
- Ensure participation in design review for new buildings and renovations, providing feedback for optimal layouts and scopes.

Financial Oversight & Compliance

- Collaborate with the Finance team to develop budgets, review actuals, and track cash flow for accurate financial reporting.
- Ensure compliance and accuracy of RPIEs, timely payment of taxes, and completion of insurance reviews.
- Ensure timely submission of quarterly and annual reports to lenders, syndicators, government agencies, and other partners.
- Develop and monitor KPIs and operational benchmarks to evaluate and improve property and portfolio performance.

Strategic Planning & Collaboration

- Work with internal and external teams to implement capital improvements, refinancing, and repositioning of properties.
- Collaborate on loan conversions and provide due diligence materials.
- Coordinate across departments and Boards on strategic initiatives, emergency responses, budget planning, and tenant well-being.
- Develop and implement risk management, sustainability, and resilience strategies supporting long-term affordability and safety.
- Coordinate three cooperative boards to ensure compliance, communication, governance, and financial well-being.
- Synthesize and present issues requiring Executive Director or Board action.



General Organizational Duties

- Represent FAC in city-wide advocacy coalitions supporting affordable housing and community reinvestment.
- Maintain and promote FAC's reputation, key relationships, and public image.
- Other duties as assigned.

Qualifications

- Minimum of seven years progressive relevant experience including at least four years of supervisory and/or senior management experience in asset and property management of affordable and/or supportive housing in New York City.
- In-depth knowledge of affordable housing including New York State Rent Stabilization Law, Local Laws impacting multi-family properties, NYC HPD/DOB/DEP/FDNY/DOH/HRA regulations, financing mechanisms and underwriting standards for multi-family affordable housing as well as of New York City, New York State, and federal housing programs and policies.
- Highly organized leader and problem solver, both within organizations and within the field of affordable housing.
- Ability to inspire staff and delegate tasks and responsibilities.
- Excellent oral and written communication, conflict resolution, and tenant relations skills.
- Excellent internal and external relationship-building skills and a sense of humor.
- Excellent data management and computer skills (Word, Excel & Yardi Voyager 7S).
- Enthusiasm and respect for working with low-and moderate-income populations. Experience working with tenants living in supportive housing is a plus.
- Bachelor's degree required, relevant graduate degree preferred.
- Commitment to FAC's mission, affordable housing, community building and development.
- CHAM, IREM, and/or NCHM certification(s) a plus.
- Written and oral fluency in Spanish a plus.

Compensation:

\$135,000-\$155,000 annually, commensurate with experience. FAC offers a competitive benefits package including full health and dental insurance (1st of the month following a 60-day waiting period), life insurance, retirement savings plan, flexible spending and paid time off.

To Apply:

E-Mail resume, cover letter and salary requirements by **March 2, 2026** to:

Michelle de la Uz, Executive Director
Fifth Avenue Committee
621 DeGraw Street
Brooklyn, NY 11217

jobs@fifthave.org : indicate **"Director of Asset & Property Management Unit"** in subject line of email.

FAC is an equal opportunity employer (EEO)