



**JOB ANNOUNCEMENT:**  
**PROJECT MANAGER, AFFORDABLE HOUSING DEVELOPMENT**

**Title:** Housing Development Project Manager  
**Unit:** Housing Development

**Status:** Exempt  
**Employee Type:** Full Time, 35 hours per week

Fifth Avenue Committee, Inc. (FAC) is a 40 year old South Brooklyn based non-profit comprehensive 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 can all live and work with dignity and respect while making our community 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 8 active projects comprising over 1,200 units and includes a diversity of new construction and renovations, senior and family housing, and mixed income and mixed-use projects in Brooklyn and Queens. FAC places a strong emphasis on sustainable development as well as innovative deal structures and financing mechanisms to achieve our mission and meet community need.

The Project Manager will work on the required financing and pre-development for new construction projects, and permanent financing conversion for renovation projects, as well as work with the Housing Development team to advance and/or identify the 2019 and 2020 pipeline of 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.

**Responsibilities:**

**General FAC Housing Development Department Responsibilities (Some or all may be assigned to PM):**

- Shepherd projects through the development cycle: selection, acquisition, concept, design, construction, & lease-up (residential and commercial)
- Coordinate the architectural design process including innovative Green building features and robust value engineering process
- Underwrite, negotiate and secure capital and operating funding for projects
- Prepare required project due diligence documents for project construction and permanent closings
- Solicit, vet, and negotiate contractor and consultant proposals
- Prepare closing/conversion memos and binders
- Oversee projects in construction including ensuring efficient draw request, change order, and construction team communications
- Coordinate project transition from construction completion to ongoing management/maintenance
- Organize and manage critical development documentation and its storage

**Project Manager Specific Responsibilities:**

- Prepare and update project underwriting (pro-forma) and project descriptions
- Process and track pre-development and in-development expenditures and oversee draws requests
- Prepare funding applications, grant requests, and other RFP responses (i.e. NYC HPD, NYS HFA, NYS HCR, FHLB, NYSERDA and others)

- Facilitate architectural, land use, environmental, and budget approvals throughout the development cycle
- Attend project pre-development meetings and construction site meetings and oversee change orders, resolving any disputes or uncertainties;
- Organize and staff community and tenant outreach and engagement
- Manage significant components of larger development projects and/or smaller stand-alone development projects
- Initiate and manage “special projects” related to development activity and reporting to funders/stakeholders (i.e. NeighborWorks America); tracking and risk analysis of affordable housing and community facility projects
- Coordinate project close-out including cost certification and 8609s for Low Income Housing Tax Credit projects;
- Coordinate with internal FAC’s Asset and Property Management Unit staff and Finance staff or external third-party manager as needed, to ensure smooth transition from development to management
- 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, MBA or other relevant MA/MS preferred;
- Minimum 2 years of experience in housing development, with direct responsibility for managing real estate projects preferred;
- General knowledge of affordable housing finance, including LIHTC, with experience underwriting projects with multiple sources preferred;
- Experience with the oversight of projects under construction preferred;
- Excellent organizational skills and an ability to effectively juggle multiple priorities while maintaining an attention to detail;
- Strong written and oral communication and interpersonal skills are requisite given regular engagement with both internal and external parties;
- Proficiency in utilizing Microsoft Excel;
- 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 a competitive 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 requirements by **February 26, 2018** to:

Jay Marcus, Director of Housing Development  
 Fifth Avenue Committee  
 621 DeGraw Street  
 Brooklyn, NY 11217

[jobs@fifthave.org](mailto:jobs@fifthave.org): indicate “Housing Development Project Manager” in subject line of email.

Please note that applications without cover letter salary requirements 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.***