



**Position:** Senior Project Manager or Project Manager

**Reports to:** Director of Real Estate

**About Habitat for Humanity New York City:**

Founded in 1984 as an independent affiliate of Habitat for Humanity International, Habitat NYC constructs new or renovates existing homes in the five boroughs of New York City for affordable homeownership by families in need. Our mission is to transform lives by building quality homes with families in need and by uniting all New Yorkers around the cause of affordable housing.

**Job Overview**

The Senior Project Manager leads all phases of development for Habitat NYC's affordable development projects from inception through occupancy, including acquisition, construction and disposition. The Senior Project Manager is also responsible for predicting and addressing issues to ensure that all assigned projects are delivered on time and on budget. This position reports to the Director of Real Estate.

**Responsibilities**

- Establish and strengthen relationships with lenders and financing partners for purposes of obtaining debt and equity financing
- Compile and submit due diligence materials, lender packages, and any other information as required by lenders
- Conduct procurement of external project team members and contractors, including drafting and issuing Requests for Proposals (RFP's), leveling proposals, notifying consultants when work is awarded and directing them to proceed in a timely manner that will lead to project success
- Underwrite project pro-formas and present internal and external reports
- Lead multi-disciplinary project teams comprised of attorneys, lenders, local and state agencies, architects, engineers, expeditors, general contractors, and other contractors/consultants
- Work as a team with Habitat NYC's Director of Construction and Site Supervisor to monitor sites during construction, uphold contractors to the highest quality and safety standards, maintain meeting minutes, review and process payment requisitions, negotiate change orders if needed
- Obtain various city approvals for design, land disposition, public funding, construction, tax exemption/abatement, and tax lot apportionment through agencies including HPD, DOB, DOF, DEP, DPR, and others
- Strong multi-tasking skills, including the successful management of multiple projects in varying stages of development

- Highly skilled in adapting to change and operating in a fast-paced, rapidly changing environment, always remaining a positive, solutions-oriented team leader
- Oversee and direct architects, engineers, and consultants from pre-design through construction documents
- Coordinate all building plans and project documentation through entitlement and site/building construction approvals
- Create and maintain organized and straightforward projects logs and documentation, including budgets, schedules, inspections, permits, and others
- Predict, escalate and address foreseeable issues and solve problems as they arise
- Prepare pre-development budgets and schedules for proposed projects and tracking and updating budgets and schedules from project conception through construction completion and occupancy
- Work closely with Homeownership and Family Services, Volunteer Services and Resource Development departments to ensure project milestones remain on time and budget. Anticipate, plan for and communicate changes to the project that may impact other departments.
- Create intelligent and well-researched financial models
- Foster relationships with municipal agencies, community groups, and development partners to create project opportunities, including public hearings, and stimulating presentations to audiences of all sizes
- Forecast cash flows and budgets for organizational fiscal year budgeting
- Demonstrate leadership and communication skills with ability and willingness to face challenges, direct others, and effectively address conflict

### **Competencies**

This position emphasizes requires a highly organized, detailed oriented individual with extensive experience in the development of affordable housing in New York City.

### **Basic Qualifications**

- Ability to multitask efficiently with a task-oriented focus while maintaining a professional, customer-oriented and collegial attitude
- Bachelor's Degree in real estate, urban planning, engineering, business administration, architecture, construction management or related field is preferred
- Masters of Urban Planning, Masters of Science in Real Estate Development or advanced RE certification is required
- Minimum 2-5 years of relevant experience in affordable housing in New York City
- Experience managing multiple relevant projects and coordinating multiple tasks
- Thorough understanding of the governmental entitlement and permitting process
- Must be a self-starter with a positive attitude who is highly motivated and goal-oriented
- Detail-oriented
- Possess an ability to proactively work both independently and collaboratively as part of a larger team
- Excellent interpersonal, written, and verbal communication skills
- Must be proficient in Microsoft Office

*Careers at Habitat for Humanity New York City are challenging, rewarding and fulfilling. If you are interested in bringing your passion for the mission of Habitat for Humanity to the organization, please apply by sending a resume and cover letter outlining your qualifications to [mgilliard @habitatnyc.org](mailto:mgilliard@habitatnyc.org).*

*Habitat for Humanity New York City is committed to a policy of equal opportunity in all its activities and programs including employment and promotion. It does not discriminate on the basis of race, color, national or ethnic origin, citizenship status, religion, sex, sexual orientation, age, physical handicap, veteran or marital status.*