
WE ARE LOOKING FOR A DYNAMIC

DIRECTOR OF SPECIAL PROJECTS

TO HEAD UP OUR FULTON AVENUE REENTRY CENTER REAL ESTATE DEVELOPMENT PROJECT AND ALL FUTURE REAL ESTATE DEVELOPMENT PROJECTS

The Osborne Association has embarked on a real estate development project to convert a shuttered prison into a Community Reentry Center. This groundbreaking project will be the first in the country to repurpose a prison into a beacon of transformation for both those returning from jail and prison but also for the community. The building will provide 135 beds of transitional reentry housing as well as job-readiness and workforce training, permanent housing placement, and a catering social enterprise.



With the funding for the project in place, the **Director of Special Projects** will guide the organization through the next steps of completing all funding and financing agreements and contracts, and lead us through the construction phase to the launch of the reentry center. As a corollary to the real estate development, the Director will lead the organization's activities with respect to our relationships with elected officials including coordinating discretionary funding requests, developing and maintaining relationships with our elected officials, and coordinating activities with Osborne's Policy Center and Communications team. We seek a strong leader to direct all these efforts.

The Osborne Association, Inc. is a nonprofit criminal justice organization with its main office in the Bronx. For over 75 years, the Association has provided services to the accused, people currently or formerly incarcerated, and their children and families. The Osborne Association operates programs and has offices in the Bronx, Brooklyn, Rikers Island, Dutchess County, and several New York State correctional facilities.

KEY DUTIES AND RESPONSIBILITIES

- Lead team of consultants, architects, attorneys and stakeholders to develop Osborne's capital projects
- Lead efforts to fully fund/finance the development project including submission of funding applications and solicitation of financing
- Negotiate all funder and lender agreements
- Act as primary liaison with the project attorneys
- Act as staff liaison with Osborne's Board of Directors and Building Committee on all matters
- Coordinate architectural and construction components with the architects, contractors, and Osborne's Facilities Director
- Coordinate publicity and communication materials with our Communications department
- Negotiate and secure tenant leases, as needed
- Represent Osborne's interests in housing and homelessness forums and provide feedback to Osborne on housing policy
- Serve as Osborne's point person and key liaison with City, State, and Federal lobbyists to ensure Osborne's full participation in collaborative ATI Coalition activities and funding requests
- Represent Osborne to community boards and City, State, and Federal elected officials, in conjunction and collaboration with Osborne's Policy Center staff and executive leadership
- Coordinate discretionary funding requests
- Participate in the agency's general lobbying and advocacy efforts led by the Osborne Center for Policy and Practice
- Evaluate opportunities to provide testimony and submit reports at governmental hearings; represent Osborne at hearings, providing testimony on behalf of Osborne's varied programs
- Oversee and direct construction projects from conception to completion. Review the project in-depth to schedule deliverables and estimate costs

DESIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Demonstrated strong analytical and critical thinking skills
- Ability to effectively investigate problems and find a solution in an efficient and timely manner
- Ability to plan, coordinate, and provide leadership in the execution of complex construction projects
- Knowledge of theory, principles, and practices of construction
- Ability to delegate and manage multiple operations effectively and timely
- Possesses written and oral communication skills to support decisions and recommendations
- Conducts meetings and provides effective leadership to construction team members
- Develops and manages budgets within established parameters
- Ability to analyze and interpret technical materials accurately and effectively
- Effective in making objective decisions
- Strong knowledge of engineering drawings and specifications
- Ability to read, understand, and interpret contracts
- Strong team philosophy and demonstrated interpersonal skills
- Ability to leverage political and business acumen to support Osborne's initiatives
- Ability to build and maintain contacts and relationships with existing and potential stakeholders
- Able to work evening and weekends as necessary

EDUCATION AND EDUCATION

- A bachelor's degree in business, engineering, construction management, architecture or related field required. Master's degree preferred
- A minimum of 5 years leadership experience managing projects of similar size and complexity required
- Experience working with government capital funding, preferably in New York City and New York State required
- Extensive contract management and grant funding experience required.
- Experience with real estate financing for projects in excess of 10 million dollars required
- Certified Project Manager and/or a Professional Engineer a plus

We offer a competitive salary and an excellent benefits package, including 4 weeks of vacation. Persons interested in applying should visit our website at Osborneny.org/careers. No telephone calls please.

The Osborne Association is an EEO/Affirmative Action employer and a VEVRAA Federal Contractor. All qualified applicants will receive consideration for employment and will not be discriminated against on the basis of race, color, religion, sex, sexual orientation, national origin, age, disability, protected veteran status, unemployment status or any other protected category. The Osborne Association takes affirmative action in support of its policy to advance in employment individuals who are minorities, women, protected veterans, and individuals with disabilities.