The New York City Housing Development Corporation (HDC) is a public benefit corporation and the nation’s largest municipal Housing Finance Agency.  HDC’s programs support the construction and preservation of multi-family affordable housing in New York City.

**HDC is an equal employment opportunity employer.**

**Project Manager, Development**

**Area of Talent: Development**/Affordable Housing

**Position Type:** Full Time/Exempt

**Location:** NYC/Wall Street Area

**Position Summary:**  
The Project Manager, Development reports to the Senior Vice President, Development and is responsible for originating and underwriting mortgage loans using funds raised through bond issuances and/or allocations of corporate reserves.

**Job Responsibilities:**

* Underwrite mortgage loans (analyze loan proposals; review due diligence materials; prepare spreadsheets outlining each proposal; prepare credit memos; present loans to Credit Committee for approval).
* Coordinate mortgage loan closings with internal and external parties, including developers, other City agencies, bankers, bond underwriters and tax credit syndicators.
* Manage relationships with current and prospective developers/borrowers.
* Prepare management reports and loan tracking information.
* Assist in evaluating and/or formulating affordable housing program and policy initiatives.

**Required Qualifications:**

* A Bachelor’s degree with substantial course work/credits specific to finance, and/or real estate; a minimum of 2 years of relevant experience in real estate lending, and/or development; or a satisfactory combination of education and/or experience equivalent to the above.
* Demonstrated interest in the affordable housing industry.
* Proficiency in using mortgage loan models and employing financial concepts.
* Strong interpersonal, verbal, and written communication skills.
* Ability to build relationships with staff, executives and external partners.
* Strong organizational skills with excellent attention to detail.

**Preferred Qualifications:**

* Graduate degree in related field a plus.
* Knowledge of Federal, New York State, and New York City affordable housing programs and the development process is a plus.

**Submitted resumes must be accompanied by a cover letter that includes salary requirements.**

**Please email your cover letter and resume to**[**jobs@nychdc.com**](mailto:jobs@nychdc.com)**or fax to (212) 227-6893.**

**HDC demonstrates a strong commitment to its employees by providing a salary that is competitive and commensurate with experience and excellent benefits including health benefits, retirement savings and career development programs.**

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