



Fifth Avenue Committee
Our Community. Our Future.

Job Announcement

Project Manager Affordable Housing Development

Status: Exempt

Unit: Housing Development

Position: Full-time, 35 hrs/week

Fifth Avenue Committee (FAC), is a 40-year old nationally recognized South Brooklyn based, non-profit community development corporation and NeighborWorks America chartered member whose mission is to advance economic and social justice by building vibrant, diverse communities where residents have genuine opportunities to achieve their goals as well as the power to shape the community's future. 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.

To achieve our mission 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. In addition to our grassroots neighborhood work, we are actively involved in broader coalitions and campaigns.

The Housing Development Unit develops and preserves safe, affordable housing for residents in Brooklyn and Queens. The pipeline currently contains 7 active new construction and preservation projects comprising over 1,200 units and includes a diversity senior and family housing, and mixed income and mixed-use projects in a variety of locations in New York City. FAC places a strong emphasis on sustainable development as well as innovative deal structures and financing schemes to achieve our mission.

Responsibilities:

The Project Manager will be responsible for a variety of tasks involved in FAC's housing development work, with a specific emphasis on two new construction projects containing a total of over 120 apartments and 20,000 square feet of community facility space in 4 buildings. These projects are located in Brownsville and Sunset Park in Brooklyn. He or she will report to the Director and will work closely with the other members of the Housing Development and Asset and Property Management units to manage and oversee the development process:

- Identifying, contracting with and overseeing the development team including the architect, attorney, engineers, appraisers, environmental consultants, Green/Energy Efficiency consultants, General Contractors, Special Inspectors, Expeditors (when necessary), geotechnical testers and engineers, and other entities required to enable a project to proceed.



- Overseeing the ULURP/UDAAP process including working with New York City Department of Community Planning and NYC Housing Preservation and Development to certify ULURP, ensure Environmental Assessment Study (EAS) completion, presenting to Community Board(s) and elected officials, and working toward final approval;
- Ensuring extensive resiliency and Green building features and a robust value engineering process.
- Work with bank lenders, private investors, and government agencies to ensure project financing. This includes applying for required financing, negotiating lending documents, Limited Partnership Agreements and regulatory requirements and preparing required due diligence documents to ensure efficient construction and permanent financing closings.
- Overseeing and managing the Construction Draw Request process including relations with NYC HPD, LIHTC investors, and private lenders regarding progress of work.
- Maintaining and updating project pro-forma and draw schedule, including sources and uses for each draw and overall project budget management.
- Identify community facility/commercial tenants and negotiate leases.
- Keep and update building by building construction schedule.
- Maintaining project and trade breakdown schedule for General Contractor and other work
- Coordinate project close-out including cost certification and 8609's for Low Income Housing Tax Credit (LIHTC) projects.
- Overseeing the permanent closing process including preparing required due diligence documents, negotiating and discussion with lenders and government regulators, overseeing the development closing team including attorneys, and consultants, and ensuring a smooth transition from development to property management.
- Other duties, as assigned, required to both initiate and oversee advancement of housing development projects and report to funders/lenders, community stakeholders, colleagues, tenants and partners.

Qualifications:

- Bachelor's degree required; MPA, MUP or other relevant MA/MS preferred.
- Minimum 1 year of experience in construction or housing development, with direct responsibility for managing real estate projects.
- General knowledge of affordable housing finance and development required.
- Excellent communication (written and oral), interpersonal, excel and computer skills;
- Highly organized, detail oriented and self-motivated.
- Ability to learn quickly and utilize creative problem-solving skills;
- Able to work independently and in teams in an intimate, fast-paced work environment;
- Commitment to FAC's mission, affordable housing, community building and economic development



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Compensation:

Compensation is competitive and commensurate with experience. Fifth Avenue Committee offers a comprehensive benefits package including full health, dental and vision insurance benefits (following a 90 day waiting period), voluntary flexible spending plan, 403b retirement plan, and paid leave time including 18 vacation days and 3 personal days.

How to Apply:

Please email cover letter, resume and salary expectations indicating “**Project Manager**” in the subject line by **April 10th, 2019** to:

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

Email: jobs@fifthave.org

No phone calls, please.

Fifth Avenue Committee is an equal opportunity employer (EEO).

People of color, community residents, and women are strongly encouraged to apply.