



**Office of the Deputy Mayor
for Housing & Economic Development**

Position Title: SENIOR ADVISOR, HOUSING
Job ID Number: 25706

ABOUT THE OFFICE:

The Office of Housing & Economic Development oversees many of the City's capital, development and infrastructure agencies. The Senior Advisor to the Deputy Mayor for Housing & Economic Development will oversee a portfolio that includes the Department of Housing Preservation and Development (HPD) and the New York City Housing Development Corporation (HDC).

ABOUT THE ROLE:

The Senior Advisor's portfolio will encompass topics including, but not limited to: housing preservation and development, real estate development and transactions, infrastructure planning, community development, and interagency coordination. Under the direction of the Deputy Mayor and the Chief of Staff, the Senior Advisor will perform the following functions:

- **Analysis and Advice** – perform qualitative and quantitative assessments of policy proposals, capital projects, and real estate transactions in order to understand a variety of impacts, including feasibility and fiscal return. Make recommendations to the Deputy Mayor, the Chief of Staff, and other senior officials within the Mayor's Office.
- **Project Management** – in coordination with appropriate City agencies, private partners and other governmental entities, oversee capital projects during the planning and approval phase to ensure appropriate goals and timelines are met.
- **Internal/External Stakeholder Communication** – act as a liaison with communities, community advocates, elected officials, and civic organizations to communicate on behalf of the Office of the Mayor and the Office of the Deputy Mayor.
- **Agency Liaison** – serve as the primary liaison between agencies within his/her portfolio and the Office of the Deputy Mayor, to monitor projects, day-to-day issues, and long-term planning under the jurisdiction of the agencies.
- **Interagency Oversight and Coordination** – coordinate with all agencies, boards, commissions, organizations, and institutions relevant to housing and economic development to pursue initiatives, meet project goals and timelines, review agency and interagency work products, coordinate communications and outreach strategies, and ensure positive and efficient relationships between all stakeholders. This may include coordination of outreach to non-housing and economic development agencies.
- **Negotiations** – in coordination with appropriate agencies, assist in negotiation with private entities and public sector partners to ensure the appropriate fulfillment of the City's interests, priorities and policy objectives, as well as the timely completion of transactions.
- **Hiring and Appointments** – assist the Deputy Mayor and Chief of Staff with oversight of structural or organizational issues facing agencies within his/her portfolio, as well as advising on key hiring or appointments within those agencies.

QUALIFICATIONS

- Baccalaureate degree from an accredited college or university required; Master's Degree preferred
- 7+ years of work experience in a relevant field (or 5+ years of work experience with a Master's Degree)
- Excellent communication and interpersonal skills; Ability to navigate complex decision-making involving multiple stakeholder groups; Great judgment and effective and creative leadership ability
- Ability to work independently and within a fast-paced environment, as well as thrive in a collaborative and supportive team environment. Self-starter who positively contributes to a learning culture and collaborative team and is willing to perform the full range of tasks required in a dynamic and rapidly responsive organization.
- Ability to quickly absorb complex, technical documents and brief the Deputy Mayor and the Chief of Staff; Attention to detail and excellent organization skills
- Ability to establish productive and collaborative relationships with all levels of staff, inside and outside of the city and other governmental and non-governmental agencies
- Experience working with the agencies in the portfolio a strong plus
- Ability to take initiative, problem solve, prioritize duties, and balance competing priorities while paying close attention to detail, meeting deadlines and working well under pressure. Persistence and a proactive, positive attitude.
- Excellent oral and written skills

Salary:

Commensurate with experience

To Apply:

Submit a cover letter and resume to [Candidate Application](#).

**THE CITY OF NEW YORK AND THE OFFICE OF THE MAYOR ARE EQUAL OPPORTUNITY EMPLOYERS
NEW YORK CITY RESIDENCY IS REQUIRED WITHIN 90 DAYS OF APPOINTMENT**

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