



**Position: Director of Housing Development**

Location: New York, NY

Reports to: Chief Operating Officer

Hours: Full-time, 40 hours per week

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**About Jericho Project**

Jericho Project is a nationally-acclaimed nonprofit ending homelessness at its roots by enabling homeless individuals and families to attain quality housing, employment and mental and physical health services. The 34-year-old nonprofit serves over 2,500 individuals, including 700 veterans, annually. Jericho has been a key partner in New York City's initiative to end veterans' homelessness, and is leading bold, innovative strategies to do the same for families and young adults.

Our programs touch four cornerstones of a person's life: housing, employment, wellness and family stability. We create a culture of "moving on" through a foundation of housing and supportive services provided by expert program specialists and case managers. We have over 400 units of supportive housing including 8 residences in the Bronx and Harlem, as well as scatter-site apartments throughout NYC.

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**About the Position**

Jericho Project is seeking an experienced and driven person to serve as its Director of Housing Development. The individual will oversee projects from acquisition, predevelopment, and partnership development through construction and occupancy. Jericho will pursue additional housing development through partnerships with other non-profit or for profit developers as well as developing them on our own. Additionally, this position will also oversee major housing rehabilitation initiatives across the agency's current portfolio.

**Responsibilities:**

- Identify for profit and non-profit developers and entities to partner with on new developments.
- Oversee projects from funding application to land acquisition, construction financing, construction management, leasing and permanent financing.
- Create financial models or work with consultants to develop the financial modeling for the projects.
- Complete financing applications for HPD, HCR, FHLB, NYSERDA and other City or State capital financing programs as needed.
- Lead the completion of responses to Requests for Proposals and Requests for Qualifications.
- Coordinate construction loan closings; cost certifications, permanent loan closing and related documentation.
- Identify, contract with, and oversee the development team including the architect, attorney, engineers, inspectors, expeditors, geotechnical tests and engineers and other entities required to enable a project to proceed.
- Manage and track requisitions during construction including managing the relationships with NYC HPD, LIHTC investors and private lenders regarding progress of work; ensure compliance.
- Oversee "Year 15" conversions on current developments in the portfolio.

**Requirements:**

- Master's degree in urban planning or related field preferred. Experience may be substituted for education.
- 1-3 years related experience in housing development planning, construction and/management.
- Familiarity with NYC affordable housing market and financing is highly preferred.
- Knowledge of supportive housing is a plus.
- Understanding of low income housing tax credits (9%) and 4% (bond financing) is highly preferred.
- Highly, organized, detail oriented and self-motivated.
- Strong financial and analytical skills.

***\*\*Veterans are strongly encouraged to apply\*\****

**Compensation:**

Salary is commensurate with experience. Jericho Project offers a comprehensive benefits package.

**How to Apply:**

Interested applicants must submit a resume and cover letter and with salary requirements to:

Human Resources Department  
Jericho Project  
Job Code: **Director of Housing Development**  
245 W. 29<sup>th</sup> Street, Suite 902  
New York, NY 10001  
Fax 646.624.2301  
careers@jerichoproject.org

**No Phone Calls Please.**

*Jericho Project is an equal opportunity employer that does not discriminate in its hiring practices and, in order to build the strongest possible workforce, actively seeks a diverse applicant pool. [www.jerichoproject.org](http://www.jerichoproject.org)*