

Job Title

Project Manager- Preservation

Reports to

Senior Vice President

Summary

Douglaston Development's Affordable Housing team oversees the full project cycle of mixed-use affordable housing projects in New York City. Since 2010, the team has developed over 1,000 units with more than 60,000 square feet of ground floor retail and community facility uses. Recent projects include the 425-unit Crossroads Plaza in the Bronx and 161-unit Seaview C affordable senior housing project in Staten Island. Current projects include 600 new construction units in projects in the Bronx and Manhattan in addition to large-scale affordable housing preservation projects.

Douglaston's Affordable Housing team is hiring a Project Manager to work on large scale affordable housing preservation projects in New York City. The successful candidate will manage one or more preservation projects from community engagement through design, construction, and completion.

Essential Duties and responsibilities

Core duties and responsibilities include the following:

- Underwriting analysis and due diligence for preservation finance;
- Submission to and tracking of required city/state/federal signoffs as required;
- Working closely with NYCHA, NYC HDC, HPD, and HUD on preservation projects;
- Regular (weekly) on site visits, including team meetings, walk throughs, and construction meetings;
- Organize and maintain records with development partners on all project components;
- Coordination of major activities including:
 - Predevelopment:
 - Create initial budget and track all expenses to budget;
 - Coordination design from initiation through completion with Levine Builders, Clinton Management, Architect, Engineers, and Expeditors;
 - Coordinate Tenant Association/Community Board and local elected official meetings on a regular basis;
 - Oversee consultant bid and selection process, including consultant contract scope preparation;
 - Serve as point person for multiple stakeholders for construction loan closing coordination;
 - Interface with property management to oversee tenant lease execution and tenant file management processes
 - Construction:
 - Review all requisitions and attend monthly requisition meetings;
 - Coordinate change order responses;
 - Report to all development staff on construction status;

- Coordinate TCOs with expeditor, construction, management, and other parties;
- Coordinate with management, construction, government, and leasing agent on residential engagement;
- Oversee Commercial and Community Facility rent up when necessary.
- Stabilization
 - Manage Construction to Permanent Loan Conversion;
 - Obtain PCO with expeditor, construction, management, and other parties;
 - Oversee Building hand-off to Property and Asset Management teams;
 - Provide internal reporting on underwriting, tracking to historic performance.

Qualifications

- Ability to manage and execute on multiple critical priorities
- Ability to work independently or as part of a team
- Advanced Excel skills
- Strong written and oral communication skills
- Knowledge of New York City Housing Authority regulations
- Knowledge of bond financing transactions
- Highly organized, detail oriented and self-motivated
- Positive attitude and eagerness to learn
- Master's degree in business, finance, urban planning, public administration, architecture, engineering, or real estate, preferred.
- At least two (2) years of work experience in affordable housing and/or real estate development

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