

Job Posting

August 1, 2020

Rise with us! Be part of an organization whose mission is to unleash the potential of communities to thrive, no matter the odds. Since its inception, RiseBoro has collaborated with community leaders, government agencies, and private investors in an effort to serve as a comprehensive housing, health, and services agency for communities that have suffered from years of disinvestment in their housing stock and human capital. With a housing department staff of over 150 employees and an agency staff of nearly 2,000, RiseBoro has grown from a small community-based agency to one of the largest nonprofits in Brooklyn. RiseBoro has been responsible for the development of several thousand units of affordable housing, ranging from single-family homes to scattered site rehabs to large mixed-use developments. We have an exciting pipeline of affordable housing projects in the predevelopment and construction stages, which will create over 5,000 units of housing across New York City.

POSITION

Project Manager

REPORTS TO

Director of Real Estate Development

ESSENTIAL DUTIES AND RESPONSIBILITIES

The Project Manager will assist with the day to day management of the Real Estate Development pipeline. Responsibilities include:

- Analyze potential affordable housing deals
- Coordinate responses to Requests for Proposals and Requests for Qualifications
- Monitor and track all components of the development process including:
 - Site acquisition and control
 - Financial modeling
 - Design approval
 - Financing applications to local, state and federal funding agencies (HPD, HCR, HFA, ESSHI, etc.)
 - Coordinate meetings with public agencies and elected officials
 - Prepare due diligence submissions to government agencies, lenders and investors in advance of construction closings
 - Submit and track items required for city and state signoffs (Enterprise Green Communities, NYSERDA, DOB, SHPO, ULURP, etc.)
- Coordinate billing, meetings, and phone calls. Manage correspondence with all parties involved with transactions. Oversee marketing and lease up activities
- Coordinate cost certifications, permanent loan closings, and 8609's
- Other duties as assigned



COMPETENCIES

- 1-3 years of experience in affordable housing, development or related experience
- Passionate about the affordable housing industry and sustainable building practices
- Ability to work independently or as part of a team
- Advanced Excel skills
- Experience in low income housing tax credits (9% and 4%) transactions
- Experience in bond financing transactions
- Experience in Year 15 transactions
- Highly organized, detail-oriented and self-motivated

EDUCATION EXPERIENCE

- Bachelor's Degree (Masters in a related field is preferred)

SALARY

Commensurate with experience

EMPLOYMENT TYPE

Regular FT – 35 hours / week

TO APPLY:

- Send a Resume and Cover Letter to Kelly Biscuso at kbiscuso@riseboro.org. Please indicate position and your name in the subject line of the email.