

ABOUT US:

Located in East Harlem, New York, Hope Community is a dynamic Community Preservation and Development Corporation. Hope Community Inc. is a non-profit, 501c3. In its 49 years of commitment Hope Community Inc. has managed and owned a diversified housing portfolio of over 1250 units within 78 buildings for low/moderate and middle income families. In addition, we encourage the growth and success of neighborhood businesses through the affordable commercial spaces we own.

Project Manager

JOB DESCRIPTION

Real Estate Development Associate

POSITION OVERVIEW

The Real Estate Development Associate reports to the Director of Property Management providing acquisition and development coordination and management of various affordable housing development projects pursued by Hope Community, Inc. Key responsibilities include submitting applications for new housing development projects; coordination of approved projects from initial planning through construction completion, management of development team, executing the development of pipeline projects to meet established budget, schedule and social goals; and community outreach. The position works collaboratively with Hope Community staff, development partners, community stakeholders and external consultants.

DUTIES AND RESPONSIBILITIES:

Feasibility of Potential Projects

- Ensure project compatibility with Hope Community's development strategy.
- Maintain preliminary development budgets.
- Develop preliminary operating budgets in collaboration with Hope Fiscal and Property Management staff.
- Identify and analyze potential community and political impacts of projects.
- Research potential permanent funding sources for individual projects.
- Prepare and present development projects for comment and approval.

Community

- Cultivate relationships and solicit development proposals from private and non-profit developers for joint ventures that further Hope's development goals.
- Communicate with neighborhood interests during design, development and construction.

- Implement significant community outreach in furtherance of Hope's Community development goals.
- Represent Hope Community as a key stakeholder in collaborative decisions.
- Represent Hope Community at public hearings and respond to citizen inquiries related to land use and design.

Project Development

- Prepare funding applications for tax credits, grants and loans from City, State and Federal agencies.
- Identify project investors and lenders in collaboration with ED.
- Direct the work of architects, contractors, attorneys, and other consultants.
- Review business terms and ensure execution of all necessary project documents, including purchase and sale agreements, financing documents, development services agreements, and design and construction contracts.
- Develop and maintain schedules for project completion, including predevelopment activities, acquisition, financing design and construction.
- Prepare monthly draw packages and periodic reports and manage ongoing relationships with representatives of project funding sources.
- Work with Construction Manager to oversee all aspects of project construction.

Management and Personal Attribute Qualifications

- Intuitive, and understands the consequences of his/her decision-making. Able to read between the lines, anticipate, negotiate and build alliances.
- Able to articulate ideas and inspire enthusiasm in others through highly developed interpersonal and communication skills.
- A warm individual with a sense of humor and a talent for building strong, positive relationships within Hope, our community, and among external partners.

JOB REQUIREMENTS:

- Bachelors and/or Master's Degree in Real Estate, Urban Planning or related field, or equivalent and commensurate combination of education with 5 or more years' experience
- Proficiency with Microsoft Word, PowerPoint, and Excel
- Strong written, verbal and presentation skills
- Organized and detail oriented
- Ability to support multiple projects in parallel and prioritize competing demands
- Strong work ethic and ability to be flexible and multi-task and team player attitude