



Job Posting Housing Development Project Manager

Settlement Housing Fund, Inc. (SHF) is a nonprofit organization which creates and sustains high-quality affordable housing and programs, building strong and economically diverse neighborhoods throughout New York City. SHF works closely with community partners to provide low- and moderate-income New Yorkers with pathways to long-term affordable housing, education, employment and wellness. SHF currently owns approximately 1,800 units of affordable housing in 31 buildings, located in the Bronx, Manhattan, and Brooklyn, and has a robust development pipeline which includes a mix of new construction and preservation projects totaling approximately 1,500 units.

SHF is seeking a Housing Development Project Manager for a mixture of new construction and preservation projects.

Primary Responsibilities:

- Perform financial analysis and due diligence for potential acquisitions, and prepare offers for both private sites and public Requests for Proposals
- Conduct predevelopment activities, including but not limited to managing design development, financing applications, and City approvals
- Underwrite transactions and manage budgets and financial models
- Coordinate financing closings, including communicating with partners, reviewing legal documents, managing submissions to lenders and investors
- Participate in construction administration, identify decisions for ownership and coordinate decision-making process, submit monthly requisitions
- Coordinate marketing and lease up process and transition to stabilized operations
- Oversee long-term strategic asset positioning and participate in fiscal and operational oversight

Required Qualifications:

- Bachelor's degree
- Demonstrated interest in affordable housing and community development
- Interest in working at a mission-driven organization
- Proficiency at Microsoft Outlook, Word, and Excel
- Strong organizational, analytical, communication, and writing skills; detail-oriented
- Ability to work in a fast-paced environment and complete multiple tasks with simultaneous deadlines
- Assertive, self-motivated, and able to work independently and with a team
- Available for frequent local travel (within walking distance of public transit), accessing apartments and roofs in buildings without elevators, and occasional weeknight work

Preferred Qualifications:

- Master's degree in planning, public administration, business, architecture, real estate, or a related field
- 2-3 years' experience in affordable housing; New York City experience preferred
- Experience with financial modeling
- Familiarity with design process, construction, building systems, and general property management

Excellent benefits, including medical, dental, and retirement. Please send a resume and cover letter detailing your interest and qualifications for this position to Jobs@shfinc.org, subject line "Project Manager."

Settlement Housing Fund is an equal opportunity employer.