



Job Posting: Senior Housing Development Project Manager

Settlement Housing Fund, Inc. (SHF) is seeking an experienced Senior Housing Development Project Manager to join its growing development team. The ideal candidate will be ready to take the lead on various aspects of the housing development process, including acquisitions, predevelopment and loan closings, and asset management. This position reports to SHF's Director of Housing Development.

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 30 buildings, located in the Bronx, Manhattan, and Brooklyn.

Primary Responsibilities (may be modified depending on a candidate's experience):

- Identify sites for acquisition, perform financial analysis and due diligence, and prepare offers, for both new construction and existing buildings, private sites and City 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
- 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
- Analyze and track performance metrics that quantify the health of a portion of SHF's existing assets
- Develop a long-term strategy for the portfolio that includes decreased maintenance and operating costs, increased revenue (where applicable), and capital repair planning
- Oversee compliance with City, State, and Federal oversight agencies and private investors/lenders

Required Qualifications:

- Bachelor's degree
- Demonstrated interest in affordable housing and community development
- 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
- 4-5 years' experience in affordable housing; New York City experience preferred
- Experience with financial modeling and reporting
- Familiarity with construction, building systems, and general property management

Salary is commensurate with experience. Excellent benefits, including medical, dental, and retirement. To apply, please email your resume to jherbstman@shfinc.org with the subject line "Senior Housing Development Project Manager." Settlement Housing Fund is a non-discriminatory and equal opportunity employer and recipient of US Department of Labor YouthBuild funds.