



Position: Manager of Building Operations, FV  
Location: Bronx, NY  
Reports to: Senior Manager of Building Operations  
Hours: Full time, 40 hours/week, some nights and weekends may be required

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### **About Jericho Project**

Jericho Project is a nationally-acclaimed nonprofit ending homelessness at its roots by enabling homeless individuals and families to attain quality housing, employment and mental and physical health services. The 36-year-old nonprofit serves over 2,500 individuals, including 700 veterans, annually. Jericho has been a key partner in New York City's initiative to end veterans' homelessness, and is leading bold, innovative strategies to do the same for families and young adults.

Our programs touch four cornerstones of a person's life: housing, employment, wellness and family stability. We create a culture of "moving on" through a foundation of housing and supportive services provided by expert program specialists and case managers.

We have over 550 units of supportive housing including 9 residences in the Bronx, Harlem, and Astoria, as well as scatter-site apartments throughout NYC.

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### **About the Position**

Jericho Project is seeking a driven Manager of Building Operations. This candidate will oversee all property management functions at Jericho's Veterans I Residence; comprising of a total of 56 units of supportive housing.

#### **Responsibilities:**

##### **Property & Office Management**

- Maintain safety and maintenance of building; conduct site's physical conditions reviews with Superintendent.
- Supervise and evaluate the work quality of maintenance and house manager (front desk) staff and other subordinates.
- In collaboration with Director of Maintenance, maintain accurate records of the condition of the buildings' systems; ensure that all equipment and facilities are working properly.
- Ensure timely completion of preventive maintenance and routine work orders and repairs.
- Attend hearings to rectify ECB, DOB, FDNY, DOS, and HPD violations.
- Coordinate purchasing of maintenance and office supplies for the site.
- Coordinate on-site special events.
- Schedule and conduct apartment inspections; maintain Housing Quality Standards at all times.
- Supervise building inspections, fire drills and ensure building's compliance with codes.
- Liaise with vendors.
- Coordinate volunteer events as requested.
- Coordinate capital projects in collaboration with Director of Building Operations.

- Maintain site's petty cash fund.
- Participate in preparing the building budget; maintain costs within the budget.

### **Rent Collection & Compliance:**

- Supervise eligibility review for tenant selection process and participate in tenant interviews.
- Collect rent from tenants and reconcile with Finance department.
- Actively pursue rent arrears including attending Housing Court as needed.
- Maintain 5% or less vacancy rate; maintain 5% or less rent loss.
- Oversee compliance with leases and subsidy regulations including Low Income Housing Tax Credits, HOME, Section 8 (NYCHA) HUDVASH, DHCR rent registrations, annual lease renewals and the tax credit investor.
- Prepare and submit reports as needed including rent rolls, rent arrear reports.

### **Requirements:**

- Supervisory experience is strongly preferred.
- Must have knowledge of Property Management related issues such as rent collection and completing housing application in Section 8 buildings.
- Must be a team player and possess good writing skills.
- Should possess good leadership skills and be capable of supervising staff.
- Computer literacy a must.

***\*\*Veterans are strongly encouraged to apply\*\****

### **Compensation:**

Salary is commensurate with experience. Jericho Project offers a comprehensive benefits package.

### **How to Apply:**

Interested applicants must submit a resume and cover letter with salary requirements to:

Human Resources Department  
Jericho Project  
Job Code: **Manager of Building Operations, Fordham Village**  
245 W. 29<sup>th</sup> Street, Suite 902  
New York, NY 10001  
Fax 646.624.2301  
careers@jerichoproject.org

### **No Phone Calls Please.**

*Jericho Project is an equal opportunity employer that does not discriminate in its hiring practices and, in order to build the strongest possible workforce, actively seeks a diverse applicant pool. [www.jerichoproject.org](http://www.jerichoproject.org)*