



**Position:** Housing Development Manager  
**Location:** New York, NY  
**Reports to:** Director of Housing Development  
**Hours:** Full-time, 40 hours per week

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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 42-year-old nonprofit serves over 2,500 individuals, including 700 veterans and 950 children, 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 600 units of housing in the Bronx, Harlem and Astoria in nine residential buildings, as well as scatter-site apartments throughout NYC. In addition, we have 560 units under construction and an additional 2,500 units in the pipeline.

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### **About the Position**

Jericho Project is seeking an experienced and driven person to serve as its Housing Development Manager. The individual will help oversee projects from acquisition, predevelopment, and partnership development through construction and occupancy. Jericho will pursue additional housing development through partnerships with other non-profit or for-profit developers as well as developing them on our own. Additionally, this position will also help oversee major housing rehabilitation initiatives across the agency's current portfolio.

### **Responsibilities:**

- Conduct predevelopment activities, including but not limited to managing design development, financing applications, and City/State/Federal approvals.
- Coordinate process to select consultants and partners, such as architects, general contractors, attorneys, environmental consultants, financing partners, local partners, and many others. Review contracts, manage relationships and work progress, and coordinate payment.
- Underwrite transactions, manage budgets and financial models, and track expenditures.
- Coordinate financing closings, including communicating with partners, reviewing legal documents, and managing submissions to lenders and investors.
- Prepare materials and perform public engagement work as needed. Attend resident, neighborhood, and community meetings.
- Participate in construction administration, identify decisions for ownership and coordinate decision-making process, submit monthly requisitions to lenders.
- Perform financial analysis and due diligence, draft materials, and coordinate deliverables for both new construction and existing buildings, private site acquisitions and public Requests for Proposals.

**Requirements:**

- Bachelor's Degree.
- 2+ years related experience in affordable housing; NYC experience preferred.
- Interest in working at a mission-driven organization.
- Exposure to financial underwriting, including proficiency with Excel.
- Familiarity with design process, construction, building systems, and general property management.
- Strong organizational, analytical, communication, and writing skills; detail oriented.
- Ability to work in a fast-paced environment and complete multiple tasks with simultaneous deadlines.
- Demonstrated track record of learning quickly and being able to work independently and with a team.
- Demonstrated ability to take initiative, suggest new ideas, and move tasks forward.
- Available for frequent local travel (within walking distance of public transit) and occasional weeknight work
- Commitment to principles of diversity, equity, and inclusion.

**Compensation:**

The salary range for this position is **\$60,000.00 to \$65,000.00 annualized**. Jericho Project offers a comprehensive benefits package. Employees are eligible for a merit increase annually. Merit increases are based on the employee's performance during the prior year.

*Salary negotiable depending on experience.*

**How to Apply:**

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

Human Resources Department  
Jericho Project  
Job Code: **Housing Development Manager**  
245 W. 29th 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)*