



Position: **Manager of Building Operations – Kingsbridge Terrace**  
Location: Bronx, NY  
Reports to: Deputy Chief of Operations  
Hours: Full-time/40 hour per week, with ability to be on-call; occasional evenings or weekends may be required.

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### **About Jericho Project**

Jericho Project is a nationally recognized nonprofit that has been working to end homelessness at its roots since 1983. What began as a Manhattan soup kitchen has grown into a citywide organization serving nearly 3,000 New Yorkers each year—including over 700 veterans, as well as young adults and families, many of whom identify as LGBTQ+.

Jericho provides more than 600 units of supportive housing through seven permanent residences in the Bronx and Harlem, along with scattered-site apartments throughout New York City. Our housing-first model is paired with wraparound services delivered by skilled case managers, licensed mental health clinicians, and workforce development specialists. Together, these services support our four pillars of stability: housing, employment, wellness, and family.

In 2024, Jericho facilitated over 570 housing placements, helped secure nearly 275 job placements, and delivered over 750 therapy sessions through our in-house Jericho Therapy Program. As we move toward expanding our reach by an additional 2,000 units of housing, we remain committed to helping individuals and families build lasting independence and well-being—one person, one home, and one community at a time.

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### **About the Position**

The Manager of Building Operations oversees all property management functions at Jericho's Kingsbridge Terrace, a 76-unit supportive housing.

The FLSA status of this position is **Exempt**.

### **Property & Office Management Responsibilities:**

- 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 Responsibilities:**

- 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:**

- Bachelor's degree highly preferred; significant experience may be substituted for some education, plus a minimum of one year in the Human Service field required, preferably with supervisory experience.
- 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.

**Compensation:**

The salary range for this position is **\$66,300.00 to \$67,000.00 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.

**How to Apply:**

Interested applicants must submit a cover letter and resume to:

Human Resources Department

Jericho Project

Job Code: **Manager of Building Operation – Kingsbridge Terrace**

245 W. 29th Street, Suite 902

New York, NY 10001

Email: [careers@jerichoproject.org](mailto: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)*