



Off the Streets. On with Life.

Position: Deputy Chief, Property Management
Location: New York, NY
Reports to: Chief Housing Operations Officer
Status: EXEMT Full-Time, some evenings /weekends

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.

About the Position

The Deputy Chief of Property Management provides strategic leadership and oversight of the operations, maintenance, and capital improvements of Jericho Project's diverse real estate portfolio, encompassing residential, commercial, retail, office, and community facilities. This senior-level role ensures the safety, functionality, sustainability, and regulatory compliance of all properties while aligning facilities operations with the organization's mission and long-term strategic goals. The Deputy Chief is a seasoned facilities and construction professional who manages a multidisciplinary team, oversees vendor relationships, leads capital planning efforts, and collaborates with internal and external stakeholders to deliver high-performing, cost effective, and compliant facilities across the Jericho Project portfolio.

Responsibilities:

Strategic Leadership & Operations:

- Develop and implement a comprehensive facilities management strategy that supports organizational objectives and ensures the long-term integrity and value of the real estate portfolio.
- Provide leadership and direction to the facilities, maintenance, and operations teams, fostering a culture of accountability, safety, and continuous improvement.
- Oversee and prioritize all maintenance, repair, and capital projects across multiple asset types, ensuring timely completion and budget adherence.

Construction, Maintenance, and Capital Projects:

- Lead planning, budgeting, and execution of capital improvement projects in collaboration with Jericho leadership, colleagues and property managers.
- Review and approve scopes of work, professional level bids, and review/approve contractor selections for renovation, maintenance projects and routine, preventative work types.
- Oversee performance and compliance of all major building systems including but not limited to HVAC, elevators, life safety systems, and pest control.
- Provide technical guidance on design specifications, work schedules, compliance, and project cost controls.

Regulatory Compliance & Risk Management:

- Ensure compliance with all applicable local, state, and federal regulations, including FDNY, DOB, DEP, OSHA, NYCHA, DOHMH, and HPD requirements.
- Maintain and oversee documentation for FDNY compliance (fire extinguishers, range of hood permits, place of assembly permits, monthly inspection logs, etc.).
- Manage building safety and security programs and emergency response planning.

Facilities Management Purchasing and Vendor Management:

- Ensure competitive purchasing policies are strictly adhered to
- Ensure vendor management followed and enforced
- Ensure insurance and documentation are managed
- Ensure cost optimization strategies applied and enforced

Financial Management:

- Review quarterly financial statements for each property identifying expenditure and revenue concerns taking appropriate follow-up actions.
- Approve expenditure requests according to policies and budgets.
- Review and approve invoices and proposals.
- Vendor & Contract Management Develop, negotiate, and manage vendor contracts for maintenance, repair, and service programs; monitor vendor performance and service level agreements.

Technology, Training, and Reporting:

- Oversee implementation and utilization of facilities management technology systems, including but not limited to App Folio, security camera, AWARDS, and Jack Jaffa platforms, ensuring data-driven decision-making and operational transparency.

Leadership and Staff Development:

- Develop departmental policies in collaboration with CHO and Deputy Chief, Asset Management.
- Lead staff training on policies and procedures and enforce policies.
- Prepare and present regular reports on facilities performance metrics, budgets, and capital project status to executive leadership.

Requirements:

- Bachelor's degree required with relevant certification and/or High School Diploma with relevant certification and 10 years of leadership experience in facilities management.
- Demonstrated expertise in building systems operations, code compliance and industry best practices across mixed-use and residential real estate.
- Minimum five years of experience in construction management.
- Minimum of five years of experience managing low-income housing projects, funding requirements, and working knowledge of compliance with Low-income Housing Tax Credits financing and HUD Project Based Section 8 funding.
- Ability to interpret architectural and engineering plans and apply technical knowledge to operational decision-making.
- Proficiency with facilities management systems (AppFolio AWARDS, Jack Jaffa) and general business software such as but not limited to Outlook, Excel, Word, Power Point.
- Experience developing, implementing, and monitoring policies and procedures, and project troubleshooting.
- Commitment to resident self-management and social change through the empowerment of low-income people and working with social services to assist tenants.
- Strong leadership and team management skills with the ability to motivate and develop staff at all levels.
- Proven ability to manage multiple projects, budgets, property managers, and vendor relationships simultaneously.
- Excellent communication and negotiation skills, both written and verbal.
- Demonstrated experience that shows a high degree of people skills working with staff, housing residents and the public.
- Good mathematical aptitude and ability to understand financial statements.
- Previous experience with record keeping and reports preparation.
- Ability to work independently with minimal supervision .
- Superior customer service skills and orientation.
- Ability to always maintain professionalism under stressful situations.
- Ability to plan and manage work under time constraints.
- Strong organizational skills, collaborative style, and positive attitude required.

Compensation:

The salary range for this position is **\$100,000.00 to \$130,000.00 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.

ADA SPECIFICATIONS

This position is largely sedentary in nature; however, one must be able to speak, hear, see, and write, as well as use a computer and related software programs, and lift up to 25 lbs. Local and/or national travel required, and may involve longer weekday/weekend commitments to complete related business projects or meet deliverables.

The above statements are intended to describe the general nature and level of work being performed by the individual(s) assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required. Management reserves the right to modify, add, or remove duties and to assign other duties as necessary.

EQUAL OPPORTUNITY EMPLOYER

We are an equal opportunity employer, and all qualified candidates will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law.

We are committed to creating a diverse and inclusive workplace where all employees feel welcome and valued. We believe that diversity and inclusion are essential to our success.

DISCLAIMER

This job description is intended to provide a general overview of the position and its essential functions. It is not intended to be an exhaustive list of all the duties and responsibilities that may be assigned to the staff member. The specific duties and responsibilities of the position may change from time to time, as determined by the needs of the organization.

The staff member must be able to perform the essential functions of the position satisfactorily, with or without reasonable accommodation. Reasonable accommodation will be made to enable employees with disabilities to perform the essential functions of their job, absent undue hardship.

How to Apply:

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

Human Resources Department
Jericho Project
Job Code: **Deputy Chief, Property Management**
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