

## **MHANY Management, Inc.**

### **Position Description – Project Associate, Affordable Housing Development Brooklyn, NY**

MHANY Management, Inc. (“MHANY”), a mutual housing association, is a not-for-profit community and housing development organization committed to increasing affordable housing opportunities for low- and moderate-income residents of New York City. For over 35 years we have offered development, and management services as well as comprehensive housing counseling. We oversee a portfolio of over 2,200 apartments in more than 220 buildings throughout New York City and almost 100,000 SF of commercial and community facility space. MHANY has helped build equity, housing, and economic stability for thousands of families.

MHANY Management was founded on the belief that our housing, residential, and commercial projects, as centers of neighborhood revitalization in a majority-minority city, should be developed in partnership with the low and moderate income people of color who currently reside in the neighborhood. Accordingly, MHANY, through our policy and program work, advances a social and racial justice framework that elevates the leadership of ethnic minorities, women, people with disabilities, seniors, and other disenfranchised communities. We encourage contributions from all our building residents and work to build relationships with residents. The successful candidate must believe in the core MHANY values and be driven by its mission to provide quality affordable housing to low- and moderate-income individuals and families.

**Position:** Project Associate, Affordable Housing Development  
**Job Category:** Exempt, position is fully in-person.  
**Salary Range:** \$50,000 to \$60,000

Under the direction of the Executive Director, the Affordable Housing Project Associate performs resident-focused engagement and outreach as related to the planning, pre-development, development, implementation and advocacy of affordable housing development projects. This includes working collaboratively to ensure smooth operation and coordination of project activities, and providing administrative, financial, compliance and logistical support to the Development Team.

#### **JOB RESPONSIBILITIES:**

- Work with Housing Development Department staff on assigned development projects and support all predevelopment activities including collecting proposals for predevelopment work, vetting possible consultants and contractors, reporting findings in a clear comprehensive manner to supervisors
- Work in the field to coordinate and obtain neighbor access agreements for new construction projects
- Communicate with residents and ensure comprehensive tenant engagement including generating and circulating flyers and memos, calling, door knocking, and electronic communications as appropriate
- Engage in various tenant related activities including document collection for residential compliance reporting to city and state agencies; scheduling and coordinating access to occupied apartments for pre-construction activities, such as environmental testing; plan and implement when appropriate all activities related to temporary relocation of residents; organizing resident meetings and trainings as needed

- Manage the scheduling and coordinating of project development team members that might include architects, attorneys, engineers, appraisers, and other external project team members
- Document and assist in the follow up of actions and decisions made during internal and external project meetings
- Support the development team, by attending zoom or site meetings and calls with city and state agencies, or private sector partners to advance development projects timely and cost effectively
- Perform administrative tasks such as filing and scanning of important physical documents such as surveys, invoices, leases, etc.
- Interface with residents, report, direct and respond to resident concerns and requests as needed and ensure follow-up with appropriate departmental staff and/or contractor

#### **QUALIFICATIONS:**

To perform this job successfully, an individual must be able to perform each essential duty well. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Self-starter, highly motivated, willing and able to take initiative
- Work collaboratively, openly and communicate thoroughly with colleagues and supervisors, take direction and be flexible as program guidelines change or are modified
- Highly organized with an ability to multitask during stressful situations outside of one's control
- Able to work both independently and collaboratively in an intimate, and usually fast-paced environment
- Ability to learn quickly and problem solve
- A sense of humor and an ability to go with the flow
- Culturally sensitive and empathetic to our diverse, multicultural community of residents
- Willingness to travel often to all 5 boroughs in NYC to directly engage with people
- Ability to apply good judgment and flexibility within a variety of professional scenarios
- Effective oral and written communicator including ability to articulate complex industry concepts to various audiences
- Willingness and openness to learning and being taught
- Spanish language abilities a plus This is an entry-level position with the potential for growth within the organization.

#### **EDUCATION AND/OR EXPERIENCE:**

- High School Diploma and/or Bachelor's Degree in urban planning, business administration, or a related field
- One (1) year related experience in housing development planning, implementation, program management (i.e. coursework and volunteer activities acceptable)
- Experience and/or interest in housing development projects for low- and moderate-income communities preferred
- Proficient in Microsoft Office Suite with intermediate knowledge of Word & Excel Competitive benefit package offered. Salary commensurate with experience.