



Founded 1973

Old bricks

Faith in people

Preserving community

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## Clinton Housing Development Company

### PROJECT MANAGER- ASSET MANAGEMENT

#### NATURE OF WORK

The Asset Management Project Manager is responsible for asset management across CHDC's entire portfolio of buildings. This includes, but is not limited to, obtaining Certificates of Occupancy, obtaining tax exemptions, completing condo sales, Year 15 repositioning for buildings financed with LIHTC, violation resolution, and project close-out (cost certifications, mortgage amendments, loan close-outs, etc.).

#### RESPONSIBILITIES

- Serve as liaison between Finance and Housing Development Departments
- Maintain records for current and upcoming projects
- Assist in identifying need and priority of projects
- Correspond with vendors, contractors, City agencies and tenants as needed, including, but not limited to, composing letters and memorandums and fielding billing and payment inquiries
- Guide project progress toward identified goals with expeditors, City Agencies
- Create, maintain and update departmental files including, but not limited to, word documents, databases and excel spreadsheets
- Monitor projects for regulatory compliance and report annually to City Agency
- Produce monthly departmental progress reports
- Work with Finance to create annual budgets for all properties

#### MINIMUM QUALIFICATIONS

##### **Education and Experience**

- Bachelor's degree in a related field
- Proven knowledge of and/or prior experience with asset management and housing development process
- Proven knowledge of and/or prior experience with underwriting proformas and budgets
- Knowledge of construction process a plus

##### **Knowledge, Abilities, and Skills**

- Must be self starter with drive to take projects to completion
- Must have excellent organization and communication skills with the ability to manage several projects at once
- Must be comfortable conducting site visits with vendors as well as working in an office setting
- Must be able to work independently as well as receive direction from multiple directors
- Computer literacy required, including MS Word, Excel, Outlook and Access

#### REPORTS TO

Comptroller

#### MANAGES

None

#### SALARY RANGE

\$45,000 – \$50,000

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**APPLICATION INSTRUCTIONS**

Email Resume and Cover Letter to [applications@clintonhousing.org](mailto:applications@clintonhousing.org). No phone calls please.