

Hudson River Housing, Inc.
Position Description

Position: Program Coordinator – Real Estate Development

FLSA Category (Check one): Exempt Non-Exempt

Primary Site Assigned to: Administrative Office

Immediate Supervisor: Director of RED

General Description:

Provides a broad range of project and program management support to the Director of Real Estate Development and the Real Estate Development Team in matters related to real estate development, including: project design and feasibility; creating pro forma development and operating budgets; grant/project proposals, funding, and ongoing project/program management, compliance and contract administration.

Duties include, but are not limited to:

- Maintain current knowledge of research findings, community needs assessments, local plans, public policy priorities, and best practices as they relate to HRH’s mission, strategic goals, and primary areas of service.
- Assess project feasibility in regards to design, potential and financial sustainability.
- Research and identify real estate development funding opportunities, analyze application guidelines to determine eligibility and fit with HRH’s needs and capacity, and recommend proposal concepts when the funding opportunity appears to be promising.
- Facilitate and/or participate on ad-hoc agency teams to brainstorm proposal ideas that align with specific grant/funding guidelines and priorities; collaborate with team members or take the lead as appropriate in formulating a complete and competitive proposal for timely submission.
- Prepare and submit high quality grant applications and required pre-award & pre closing documents as required by funding source.
- Submit real estate grant proposals, contracts, and reports to Executive Director, Board Chair, and/or designated staff for review, revision, and approval prior to their submission, as appropriate.
- Advise appropriate members of the HRH Team as to the regulations and requirements of real estate development funders and pertinent regulatory authorities, when requested. Review agency-wide or programmatic policy/procedures and evaluate their consistency with requirements of real estate development funders and regulatory authorities.
- Work collaboratively with HRH staff to share information as it pertains to funding source requirements and carrying out joint tasks in a manner that maximizes communication, efficiency, cost-effectiveness, and overall quality of HRH services and operations.

Participate on HRH committees or teams and attend meetings, as requested in order to: maintain knowledge of overall agency activities, accomplishments and needs; share information; and build cooperative working relationships with other HRH staff.

- Form and cultivate positive relationships with agency funders and partners to further HRH’s ability to maintain and grow resources.
- As requested, provide information for others or directly represent HRH at public forums/hearings, meetings with elected officials, and advocacy events, particularly when primary issues involve funding for affordable housing development.
- Address other duties as assigned.

Qualifications:

Experience: At least three years of related experience and a proven track record of securing and administering grants and contracts.

License Requirements: Valid driver’s license.

Other: Must have excellent written and verbal communication skills; proficiency in researching, interpreting and analyzing diverse data; ability to work collaboratively and independently to achieve goals; ability to effectively work under pressure; use sound independent judgment and produce quality work within tight time constraints. Experience providing or administering housing and/or human services for a private non-profit organization is preferred.

Hudson River Housing is dedicated to maintaining a work environment that is free from harassment and discrimination on the basis of age, race, creed, color, national origin (including ancestry), religion, gender or sex, gender identity or expression, sexual orientation, pregnancy (including childbirth and related medical conditions), alienage or citizenship status (unless required by law), disability, reproductive health decision making (including, but not limited to, the decision to use or access a particular drug, device, or medical service), marital status, partnership status, caregiver status, domestic violence victim status, familial status, military status, unemployment status, genetic information (including genetic characteristics), or any other protected status under federal, state, or local laws. Hudson River Housing is dedicated to the fulfillment of this policy with respect to all aspects of employment, including, but not limited to, recruiting, hiring, placement, transfer, training, promotion, compensation, termination, and all other terms, conditions, and privileges of employment.

Employee Signature: _____ Date: _____