



Position: **Development Project Manager**

Reports to: **Executive Director**

### **About the Kingston City Land Bank**

The Kingston City Land Bank, Inc. (KCLB) is an independent 501c3 organization based in Kingston, NY. The mission of the KCLB is to foster an equitable community where vacant or distressed properties are transformed into community assets that improve the quality of life for Kingston residents, stabilize and enhance neighborhoods, and create new pathways for social and economic development. The KCLB is charged with streamlining and facilitating the processes by which vacant, abandoned, and underutilized properties can be returned to productive use.

A primary focus of our work includes developing single-family affordable homeownership opportunities. To this end, the KCLB purchases dilapidated properties foreclosed upon by the City and transforms them into fully renovated, design-focused and responsibly underwritten affordable homes. This is one of 4 pathways by which we return properties to the tax rolls. See the following link for more information on our Program Pathways see: <https://kingstoncitylandbank.org/program-pathways/>

The KCLB is currently in the second Phase of our 5-home affordable homeownership PILOT program, a Pathway 1 project. We are also nearing commencement on our first Phase of another 5 homes to be developed under the State's Legacy Cities Access Program, a Pathway 2 project.

Additional organizational activities are planned in 2022, including developments under Pathways 3 and 4.

For more information on our organization in general, visit our website at [kclb.org](http://kclb.org)

### **Job Overview**

Working with the Executive Director, this role will contribute to ongoing management of the entire portfolio of the KCLB's real estate assets from acquisition through warranty. The development project manager will work on assigned projects across all stages of development (pre-development, construction, sales/lease-up and warranty/maintenance).

This is a full-time consulting position that may grow into a salaried role with the KCLB.

### **Primary Responsibilities**

- Ensure the Projects are completed on time and within budget
- Underwrite transactions, manage budgets and financial models
- Prepare status reports and modify schedules or plans as required
- Coordinate the submission of due diligence to government agencies, lenders and subsidy providers
- Participate in construction administration, identify decisions for senior leadership and coordinate the decision-making process
- Submit and manage monthly requisitions
- Research and identify funding sources; and
- Complete financing applications for HCR, HFA, FHLBNY, etc.

### **Required Qualifications**

- Bachelor's degree
- Demonstrated interest in affordable housing and community development
- Proficiency at Microsoft Outlook, Word, and Excel
- Experience with financial modeling and reporting
- Strong organizational, analytical, communication, and writing skills; detail-oriented
- Ability to work in a fast-paced environment and complete multiple tasks with simultaneous deadlines while maintaining a professional, customer-oriented and collegial attitude
- Assertive, self-motivated, and able to work independently and with a team
- Proven ability to manage multiple simultaneous initiatives on time and budget, in collaboration with a Construction Management team

### **Preferred Qualifications**

- Master's degree in planning, public administration, business, architecture, real estate, or a related field
- 4-5 years' experience in affordable housing; New York State experience preferred
- Familiarity with construction, building systems, and general property management

**To Apply**

Interested candidates should submit a resume, cover letter, your monthly fee and 3 references to [mike@kclb.org](mailto:mike@kclb.org) with the subject line "Development Project Manager".

Annual compensation up to \$100,000 is available, depending on time commitment and experience.

No phone calls, please.

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*The KCLB is committed to a policy of equal opportunity in all its activities and programs including employment and promotion. It does not discriminate or promote based on race, color, nationality, ethnic origin, citizenship status religion, sex, sexual orientation, age, physical handicap, veteran, or marital status. Women and persons of color are encouraged to apply.*