



Greater Rochester Housing Partnership & Rochester Housing Development Fund Corporation

Position Title: Program Manager

Classification: Full Time, Exempt

Reports to: President

Position Summary:

The Greater Rochester Housing Partnership (GRHP) and Rochester Housing Development Fund Corporation (RHDFC) finance and develop affordable housing in the Rochester, NY Region. For more than 25 years, GRHP and RHDFC have financed and/or directly developed more than 2,500 affordable apartments and single-family homes for low and moderate-income tenants and first-time homebuyers.

The Program Manager has responsibility for the day-to-day operation of single-family housing activity including: the HOME Rochester Program, an award-winning single-family acquisition/rehabilitation program; Neighborhood Builders, a new construction affordable homeownership program; and a County rehab program. Under the direction of the President of the Housing Partnership, the Program Manager works with non-profit developers, funders, City and County staff, law offices, mortgage providers, and Realtors to accomplish program goals.

Responsibilities:

- Provide day to day oversight of operations of acquisition/rehabilitation and new construction programs.
- Work with staff and partner agencies to develop and implement short and long-term objectives and strategies for the programs.

- Coordinate and track the development and sale process for the programs.
- Aggressively pursue grant funding including identifying grant opportunities, writing compelling applications, and conducting needed research to support grant requests.
- Manage government and private grants and ensure compliance with requirements of various public and private program funders including quarterly and annual reports, requisitions, and closeout.
- Allocate grant resources to inventory of properties and track individual property sources and uses.
- Ensure “audit readiness” of all property files.
- Familiarize and maintain a current understanding of local, State and Federal housing regulations. Ensure all contracts including Purchase Offers and Construction Manager and General Contractor agreements comply.
- Locate and evaluate potential project sites through various sources including but not limited to HUD, Rochester Land Bank Corporation, Fannie Mae, NCST, NSP First Look, Veterans Administration, Tax Foreclosures, Private Sales.
- Work collaboratively with the GRHP/RHDFC Construction Specialist to evaluate suitable properties for acquisition, review construction bids, and monitor the development process of acquired properties.
- Coordinate communication with non-profit developers including holding advisory meetings and modifying and monitoring contracts as needed. Provide/coordinate technical assistance to developers as needed.
- Oversee data collection on the properties and homebuyers participating in the programs.
- Work with Office Manager to maintain and update program websites including photos, program descriptions, income levels, applications, housing descriptions.
- Prepare clear, accurate, well organized written and financial reports.
- Identify opportunities for program modification and improvement.

Qualifications:

- Project or program management experience with responsibility for design, implementation and evaluation.
- Bachelor's degree and 3 or more years of development or project/program management experience. Graduate level education a plus.
- Ability to analyze and prepare project budgets.
- Ability to track, organize and report on complex data.
- Knowledge of conventional and subsidized housing finance programs and experience with housing construction or sales.
- Grant writing and grant management experience.
- Ability to work well in the non-profit community including the ability to provide technical assistance to small developers.
- Marketing and relationship-building skills.
- Results-oriented with ability to independently track and carry out responsibilities and meet deadlines.
- Commitment to the mission and goals of the organization.
- Professional demeanor and willingness to cooperatively participate on a small team in a mission-based organization and flexibility to work with a broad range of partners and individuals.
- Proficient in MS Word, Excel, Powerpoint. Experience with MS Access Databases and html a plus.

How to apply:

Please submit cover letter and resume to Theodora Finn at tfinn@grhp.org