



Coordinated Behavioral Care

Housing and Location Placement Services (HLPS)

HLPS Real Estate Project Manager

The Real Estate Project Manager is responsible for strong, consistent collaborative working partnerships with Health and Hospitals, agency partners, developers, landlords, brokers and other key stakeholders in the NYC housing market. The key goal is to continually access available apartment housing inventory in addition to leveraging affordable and supportive housing pipeline projects.

The Real Estate Project Manager is entrepreneurial, using analysis, relationships, networks and other means to build innovative models to secure housing for the target population. These models may include master leasing, consolidating broker relationships, repair financing, etc. The Manager is knowledgeable about New York City and State housing vouchers and rental assistance programs. The Manager may also work with real estate attorneys to develop appropriate documents needed to secure units and have an expertise with the apartment rental process and market. The Manager includes customer service ethos highly responsive to the needs of landlords, brokers, non-profit providers and tenants.

The Real Estate Project Manager also works with CBC providers to support their housing goals, minimize duplication and competition for units creating a supportive consortium.

Strategy

- Collaborate with Health and Hospitals Housing for Health staff
- Inform strategy and activities by collecting, analyzing, and reporting on housing market data and trends
- Support acquisitions efforts including evaluating offering memorandums, responding to Request for Proposals (RFPs), preparing investment analyses/memos, and providing investment recommendations
- Travel to property sites for inspections, due diligence, and meetings with residents, officials, and community stakeholders

Operations

- Build relationships with program partners, ensuring a high degree of satisfaction with process and outcomes.
- Maintain and update thorough and accurate property data within the internal database system
- Identify/Secure appropriate rental housing throughout New York City.



- Generate and utilize leasing instruments leads via phone, internet, social media, in-person, and/or canvassing.
- Market and network available incentives to prospective landlords, property managers, and associations.
- Respond to urgent requests by Property Partners and identify creative solutions to ensure positive outcomes for all parties involved.
- Design, implement and produce reports and workflow systems to better optimize acquisition strategies and program operations, including banking apartments that meet standards while a tenant is being matched to the unit.
- Provide and maintain account management, continuous support to property providers and nurture repeat business opportunities.
- Interpret and develop documents such as leases, memorandums of understanding, and contracts.
- Create systems to track and analyze performance
- Deliver on outcomes where adaptability, flexibility, and creativity will be necessary.
- Active participant in the CBC Housing Committee
- Create forum for selected CBC Housing providers to consolidate efforts, improve efficiencies and support innovation.
- Supports an environment that embeds diversity, equity, inclusion, and accessibility (DEIA), and fully integrates these values into the organizational culture.
- Participates in workplace culture that inspires high-level performance, collaboration, accountability, and professional and respectful interaction. Employs best practices for effective feedback and communication at all levels of staff engagement.

Skills

- Expertise in real estate development, innovative contracting with public and private property developers, building owners, landlords required.
- Utilize critical thinking skills in decision-making situations, good organizational and record-keeping skills, and good independent judgment.
- Experience with community-based outreach and a willingness to travel and make multiple visits in the community.
- Ability to tactfully resolve/mediate issues between landlords and tenants.
- Excellent verbal and written communication skills.
- Proficiency in MS Word, Excel and PowerPoint.
- Preferred knowledge and experience working with NYC voucher programs.
- Ability to work in a diverse environment.

DEI Statement

CBC's enterprise-wide commitment is to foster a more diverse, equitable and inclusive workplace. We are focused on developing, engaging, and retaining a diverse workforce and



leadership team because the more our workforce reflects the diversity of our participants, the better and more authentically we serve them and improve enterprise operations.

Our core values of integrity, respect, maximizing the individual potential, maintaining a supportive work environment and being data informed allow us to provide effective, timely, equitable and people-centered services which is the key to positive health outcomes for those we serve.

Additional Details

- **Job Type:** Full-time
- **Pay:** \$85,000.00 - \$95,000.00 per year
- **Benefits:** Comprehensive
- **Work Location:** Hybrid remote in New York, NY 10006.

**Please send resume and cover letter to HR@cbcare.org.
Include “Real Estate Project Manager” in the subject line.**

Due to the volume of candidates we receive, unfortunately, we are unable to respond to every applicant. Only applicants scheduled for an interview will be contacted.