MHANY Management Inc. (“MHANY”), a mutual housing association, is a not-for-profit community and housing development organization that owns and manages over 2,000 affordable rental apartments throughout New York City and in Patterson, New Jersey. MHANY also provides free of charge counseling for first time home buyers and foreclosure prevention for homeowners. The successful candidate must believe in the core MHANY values and be driven by its mission to provide quality affordable housing to low- and moderate-income individuals and families.

**POSITION:** LEASE UP MANAGER  
**JOB CATEGORY:** Exempt  
**REPORTS TO:** Executive Director

MHANY’s Lease Up Manager will lead logistics and communications for affordable housing lotteries. The Lease Up Manager will interact with New York City housing agencies, external property managers, affordable housing lottery applicants as well as current MHANY residents. With the support from a team of Affordable Housing Tax Credit Certification Specialists, the Lease Up Manager is responsible for reviewing applicant files; collecting documentation and annual income information for calculations; and submitting documents to ensure compliance with initial and annual certification requirements.

**JOB RESPONSIBILITIES:**

- Adhere to New York City Department of Housing Preservation & Development (HPD) and New York City Housing Development Corporation (NYC HDC) marketing policies & procedures; ensure compliance throughout process
- Work with internal and external stakeholders to create affordable housing lottery advertisements that adhere to regulatory guidelines; secure multiple media outlets/publications to circulate advertisements
- Enter accurate and comprehensive applicant data in designated spreadsheet for the creation of an affordable housing applicant log for review and approval by HPD or NYC HDC
- Prepare electronic communications and/or standard mail correspondence to notify affordable housing applicants of their application status
- Schedule affordable housing applicant interviews
- Prepare affordable housing applicant intake or certification folders, and perform intake interviews
- Maintain applicant confidentiality in the handling of privy communications and documentation; file applicant documentation in an orderly fashion
- Calculate income and asset from submitted documents and complete related forms
- Review files for accuracy and completion
- Submit applicant files to HPD and NYC HDC, respectively
- Respond to a high volume of inquiries via phone, email, and/or in-person contact
- Communicate with external property managers on behalf of the Executive Direct; respond to inquiries and work collaboratively to resolve issues
- Track occupancy vs. vacancy numbers/rates for projects; prepare and circulate status reports
- Recommend marketing techniques to attract applicants for targeted income bands
- Prepare and lead presentations for affordable housing information sessions throughout New York City
- Maintain an updated list of lottery applicants by housing project
- Perform other duties as assigned by supervisors
SKILL SET:

- Familiarity with New York City Department of Housing Preservation & Development (HPD) and New York City Housing Development Corporation (NYC HDC) marketing policies and procedures preferred
- Displays high degree of professionalism in interactions with various stakeholders, i.e., government agencies, property managers, housing applicants, etc.
- Highly organized, self-motivated, and willing to travel to various parts of the city
- Meticulous attention to detail
- Positive attitude and customer service centered approach
- Effective oral and written communicator
- Collaborative team player

SUPERVISORY RESPONSIBILITIES:

Two (2) or more Affordable Housing Tax Credit Certification Specialists

EDUCATION AND/OR EXPERIENCE:

- High School Diploma or GED minimum; Associate’s or Bachelor’s degree preferred
- Minimum of two (2) years related professional experience
- Proficiency in Microsoft Office Suite (Word, Excel, Outlook)
- Certificates & training in tax credit and other housing funding compliance preferred
- Experience working with low- and moderate-income residential rental housing
- Experience with annual income certifications such as Section 8, HOME, Low Income Housing Tax Credits, etc. preferred
- Able to work extended hours as necessary
- Bilingual English/Spanish preferred

Competitive benefit package offered
Salary commensurate with experience
MHANY is an equal opportunity employer