POSITION AVAILABLE:
PROJECT AND OUTREACH MANAGER FOR REVOLVING LOAN FUND
AUGUST 2021

The New York City Historic Properties Fund, Inc., which is administered by the non-profit New York Landmarks Conservancy, is seeking a staff person to provide essential project-management assistance for restoration projects financed through a revolving loan fund and to perform public outreach for the loan program. Fund staff help ensure that loans are used appropriately and that the financed work -- often specialized restoration work -- is of high quality.

The New York City Historic Properties Fund, Inc. is one of the largest, private revolving loan funds for historic preservation in the country. Since 1982, it has advanced more than $30 million for restoration work on more than 270 buildings within the five boroughs of New York City. For more information about the Fund visit www.nyclandmarks.org.

Project and Outreach Manager – Essential Duties:
- **Outreach & Promotion**: responding to public inquiries, overseeing direct mail campaigns; scheduling and making site visits to properties; working with public agencies and community groups to organize community meetings and promote the Fund at these meetings.
- **Loan Applications**: coordinating and reviewing loan applications; developing scopes of work and project budgets; performing traditional loan underwriting and due diligence; evaluating applicant creditworthiness; determining financing structures and project feasibility.
- **Board Materials & Administrative Reporting**: preparing loan analyses and other reports for presentation to the Board; creating PowerPoint/InDesign presentations; drafting quarterly, annual, and other reports.
- **Loan Closings**: gathering information for closing attorney and working closely with applicants to ensure that all documents are complete and correct.
- **Project Management Services**: coordinate with architects, contractors, and borrowers to ensure smooth administration and progress of project; review and process loan advances.
- **Research**: about properties, neighborhoods, and trends using traditional and web-based methods. Coordinating with private groups and public agencies to locate and survey new potential historic districts.

Ideal Candidates Will Have the Following:
- **Education**: Degree in the fields of historic preservation, real-estate finance, urban planning, or a related field required. Graduate-level education preferred.
- **Experience**: At least five years' work experience in related field (e.g. preservation, real estate)
- **Communication Skills**: Excellent interpersonal, written, and graphic communication skills required. Must have the ability to communicate well with the public, from owners of historic properties to representatives of city agencies and nonprofit groups. Strong public speaking and presentation skills are necessary.
- **Financial Skills**: Ability to perform financial analysis of loan applicants, develop and track project budgets. Experience with real-estate development projects preferable.
- **Digital Media**: Proficiency in Microsoft Office (Word, Excel, Access, PowerPoint) essential. Ability to organize, analyze, manage, and present data. Solid photography and editing skills. Experience using WordPress and Adobe Photoshop and InDesign desirable.
- **Key Competencies**: Ability to work both independently and cooperatively as part of a team; capacity to balance and manage a variety of projects at once; an empathetic and positive attitude is important.

**HOW TO APPLY**: Please send a cover letter and resume with salary requirements by regular mail to:

Peg Breen, President
The New York Landmarks Conservancy
One Whitehall Street, 21st Floor
New York, New York 10004

Salary range $60,000 - $70,000. No telephone inquiries please. Only those candidates invited for interviews will be contacted.