

Assistant Director of Property Operations

Who we are:

St. Nicks Alliance, a North Brooklyn based community organization, seeks to transform lives of low- and moderate-income people through employment, education, housing, elder care and social services. We do this by delivering impactful services with measurable outcomes to children, adults, and the elderly. As a civic anchor, we carry out this mission within the context of building a sustainable community for all people through the arts, environmental advocacy, and urban planning.

We are currently seeking a **full-time assistant director of Property Operations** for our 2 Kingsland Ave location to oversee our housing portfolio of mid-sized, multifamily, and cooperative properties in Brooklyn.

What you'll do:

As the assistant director of Property Operations (under the direct supervision the director of Property Management), you will oversee the daily operations of a portfolio of over 1,400 affordable housing units in 100+ buildings located primarily in North and Central Brooklyn. The position coordinates staff and resources to meet the organization's mission for quality of care and maintains long-term financial sustainability of these community assets.

Essential Job Functions

- Coordinate management of a portfolio of more than 100 properties with over 1,400 units of housing, including rental of affordable multi-family dwellings, elderly, cooperatives, and supportive housing
- Oversee the day-to-day performance of over 60+ staff to ensure high quality of building performance, financial stability, and compliance to meet the needs of government and private oversight entities, including NYC HPD, NYS HCR, US HUD, and local law requirements
- Coordinate with the Property Accounting department to develop an annual budget for all properties and monitor on an ongoing basis to maximize property performance and streamline operations
- Coordinate with Property Occupancy and Accounting staff the completion of reporting for funders, investors, and St. Nicks Alliance internal staff as needed on a monthly, quarterly, or annual basis
- Work collectively with Occupancy staff to ensure program has proper compliance regarding resident issues: income certifications, unit leasing, and move-in
- Coordinate with Housing Development staff for property acquisition or existing property renovations and participate in the transition of housing projects from construction completion to property management operations
- Oversee property managers and maintenance staff to ensure high-quality, ongoing upkeep of the properties (repairs, cleaning, and garbage removal) meets all applicable regulations
- Responsible for overseeing the tracking and management of violations through a disciplined compliance calendar to ensure timely correction and verified close-outs
- Oversee the overall physical condition of the properties, evaluate current and long-term financial health, develop financial projections, and provide recommendations to ensure the ongoing financial sustainability of the properties, including needed capital improvements
- Conduct regular on-site property inspections to ensure compliance with applicable regulations, preventative maintenance standards, and overall building condition and appearance.
- Provide inspections of properties to ensure that they meet the organization's high-quality standard, including HUD REAC, HQS, HPD, and other requirements.
- Monthly reporting on building performance: inspections, arrears, vacancies, and variances
- Perform other duties that may be requested by the executive director, and the director of Property Management

Team Development

- Provide direction, leadership, and training to the maintenance team on various repairs, implementation of new/revision of building code, and building systems



- Assist in providing constructive feedback on areas of improvement to all clusters

What we are looking for:

- Minimum of five years of experience in affordable or supported housing, providing supervision of maintenance staff and property management oversight
- Minimum mechanicals, but should have experience with: elevators, HVAC/PTAC, boilers, water heaters, booster pumps, exhaust fans, etc.
- Knowledge of certifying and clearing HPD, FDNY, and DOB Violations
- Knowledge of building systems, including boiler, heater, compactor, and city ordinances
- Real Page Property Management Software experience is a plus
- Bilingual in English/Spanish is a plus

What's in it for you:

- compensation range: \$150,000- \$160,000 per year (*The actual compensation will depend on a variety of job-related factors which may include geographic location, work experience, education, and skill level.*)
- competitive benefits package (medical, dental, vision, 401K)
- 12 company paid holidays; paid vacation, sick, and personal time off
- learning & development opportunities and access to wellness programs

How to apply:

Applicants should send a resume with a cover letter indicating salary requirements addressed to cmorrison@stnicksalliance.org and housingjobs@stnicksalliance.org, with “Attention: Assistant Director of Property Operations Search” in the subject line.

St. Nicks Alliance is an Equal Opportunity Employer. We consider applicants for all positions without regard to race, color, national origin, religion, sex, gender identity, age, disability, alienage or citizenship status, ancestry, marital status, sexual orientation, veteran status, or any other status or characteristic protected by applicable federal, state or local laws.

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