



Position Announcement

Position: Program & Capital Development Associate

Reports to: Executive Vice President/CEO

Tasks:

- Prepares grant proposals for operating, service and capital development funding
- Works with the executive team and third party consultants to create budgets, proformas, business plans and facilitate funder review and approval
- Manages capital projects
- Liaisons with internal and external stakeholders, contractors and consultants to assure timely acquisitions, closings, draw down of funds and payment of obligations
- Coordinates procurement for equipment, furnishings, and services
- Assures compliance with Marketing and Management Plans, Work Scopes, Plans, and requirements of government regulators and investment partners
- Assures the provision of initial tenant income certifications as required by investment partners, funders, and/or regulators
- Conducts on-site due diligence, unit walks, lease audits, and market tours
- Assures the timely provision of reports, independent audits and filings with government, funders, and investment partners
- Provides strategic planning and goal setting, develops policies and procedures, establishes action plans, identifies critical indicators, timetables and performance measures to assure high quality and timely deliverables

Qualifications:

Bachelor's degree with honors. Major in accounting, business administration or related field preferred. Basic understanding of accounting with the ability to understand financial statements. Experience in the field of real estate and/or development and operation of affordable housing a plus. Superb written and oral communication skills. Capable of taking an assignment from concept to conclusion with minimal supervision. Ability to plan, organize and manage multiple projects and priorities.

Salary: Commensurate with experience. Generous benefits.

Email a resume, cover letter and contact information for 3 professional references to:

Sharon Royer
Director, Human Resources and Information Management
Email: jobs@acmhny.org

ACMH, Inc., promotes the wellness and recovery of persons with mental illness living in New York City and is a leader in the provision of outreach and engagement, care management, rehabilitation, and supportive housing.

For more information, visit our website: www.acmhny.org