

HPD-HDC Housing Fellowship

About the Agency:

The New York City Department of Housing Preservation and Development (HPD) is the nation's largest municipal housing preservation and development agency. Its mission is to promote quality housing and diverse, thriving neighborhoods for New Yorkers through loan and development programs for new affordable housing, preservation of the affordability of the existing housing stock, enforcement of housing quality standards, and educational programs for tenants and building owners. HPD is tasked with fulfilling Mayor de Blasio's Housing New York Plan which was recently expanded and accelerated through Housing New York 2.0 to complete the initial goal of 200,000 homes two years ahead of schedule by 2022, and achieve an additional 100,000 homes over the following four years, for a total of 300,000 homes by 2026.

IMPORTANT UPDATE: APPLICATION DEADLINE EXTENDED TO MARCH 14, 2021

The New York City Department of Housing Preservation & Development (HPD) and the New York City Housing Development Corporation (HDC) seek highly motivated recent graduates of real estate/urban planning programs or law schools for the HPD-HDC Housing Fellowship Program. Ideal candidates will have a strong academic background and be able to demonstrate a true passion for the development and preservation of affordable housing for New Yorkers.

Area of Talent: Affordable Housing/Real Estate/Urban Planning
Position Type: Full Time/Exempt
Duration: 8/2/2021 – 7/31/2023 (2 years)
Location: NYC/Financial District

Position Summary:

The HPD-HDC Housing Fellowship is a two-year rotational program designed to expose individual Fellows to New York City government specifically in the field of affordable housing. The Fellowship is designed to provide direct, professional work experience at both HPD and HDC, with the shared mission to create and preserve affordable housing in New York City. During the two-year program, Housing Fellows will have the opportunity to experience four (4) unique assignments, providing opportunities to learn and experience first-hand the City's efforts to revitalize New York City's neighborhoods.

Job Responsibilities:

- Rotating assignments may include, but not be limited to, exposure to and projects within the following HPD/HDC program areas: new construction; preservation; finance (including tax-exempt and taxable bonds); code enforcement; housing litigation (for legal rotation); neighborhood planning; property management and real estate transactions
- Support HPD/HDC team members and project managers in their work related to real estate financial and legal documents and processes.
- Participate in meetings and/or conferences, building relationships with housing leaders in government, business, nonprofit organizations and academia
- Use project management tools and processes to ensure assignments and projects are timely, accurate and meeting expectations

Required Qualifications:

- A graduate degree with substantial course work/credits specific to public policy, urban studies, planning, management, finance and/or real estate or a related field; or a law degree. **Candidates must have obtained graduate or law degree or plan to graduate by May/June 2021.**
- Demonstrated interest in the affordable housing industry
- Strong interpersonal, verbal, and written communication skills
- Ability to build relationships with staff, executives and external partners
- Strong organizational skills with excellent attention to detail

Preferred Qualifications:

- A minimum of 1-3+ years of relevant work experience in affordable housing, real estate finance, and/or public service.

Salary and Benefits:

- \$70,000 annual salary
- 15 Vacation Days, 10 Sick Days
- Pre-tax Commuter and Flexible Spending Account (FSA) Benefits
- Health Care, Dental and Vision Coverage
- Life Insurance, Short- and Long-Term Disability Coverage
- Opportunity to contribute to a pre-tax retirement savings account

Interested applicants must email a cover letter, resume and, 2 professional letters of recommendation (1 may be from an academic reference), to housingfellows@hpd.nyc.gov. **Applications are due no later than 3/14/2021.**

HPD and HDC are Equal Opportunity Employers.

HPD & HDC actively promote diversity, equity and inclusion as a vital piece of building culture within our teams. We believe it is the diversity of our workforce, and the broad range of individual characteristics, beliefs, and values of our staff that characterize our fundamental approach to creating more equitable and affordable communities. As equal opportunity employers, HPD & HDC prohibit discriminatory employment practices against applicants and employees.

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The New York City Housing Development Corporation (HDC) is the nation's largest municipal Housing Finance Agency and is charged with helping to finance the creation or preservation of affordable housing under Mayor Bill de Blasio's Housing New York plan. HDC also serves as a key financing partner in the rehabilitation of our city's public housing stock under the NYCHA Permanent Affordability Commitment Together (PACT) initiative. Since 2003, HDC has financed more than 194,000 housing units using over \$26 billion in bonds and other debt obligations and provided in excess of \$3 billion in subsidy from corporate reserves and other available funds held by the corporation. HDC ranks among the nation's top issuers of mortgage revenue bonds for affordable multi-family housing on Thomson Reuter's annual list of multi-family bond issuers. In each of the last five consecutive years, HDC's annual bond issuance has surpassed \$1.7 billion. For additional information, visit: <http://www.nychdc.com>