



A Workforce Housing Group Company

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## Junior Analyst/Special Projects Manager Job Description

10/8/2021

### **Company Description:**

MHR Management, Inc. is a property management firm, founded in 1992, with expertise in managing affordable housing in the New York metropolitan area. MHR takes a people-first approach in ensuring that affordable housing residents can thrive in properties that are well-maintained and financially sound. We manage over 1,400 apartments in the Bronx, Brooklyn, Queens, and Westchester, and we focus on transforming distressed multi-family buildings into stable affordable housing resources through long-term, sustained attention to people and the complex conditions affecting their homes.

### **Position Description:**

The Junior Analyst/ Special Projects Manager will work closely with a range of individuals and multiple departments (Leasing & Compliance, Accounting, Property Management, Operations & Strategy, Asset Management) to support the analytical and operational needs of development and preservation projects. The position requires a highly organized self-starter with excellent communication skills. Must be able to manage and prioritize both short- and long-term ad hoc projects while closely monitoring deadlines. This is an in-person, full-time non-exempt position.

### **Essential Functions:**

- Develop an expert level of proficiency in all business software applications used by the company to facilitate reporting and data analysis, as well as to improve workflows by identifying new ways to leverage existing technology (Yardi Voyager, Asana, etc.)
- Analyze and present data to an executive audience in a variety of formats (e.g. Excel spreadsheets, written synopses, visual and verbal presentations, etc.)
- Write persuasive proposal responses to competitive RFPs, RFQs, grants, etc.
- Build rapport across departments/units to understand their workflows and effectively gain staff cooperation on large projects
- Research and interpret complex information (e.g. on local laws, federal program regulations, government rules, contracts, etc.) to communicate key information to project staff and minimize risks
- Manage to multiple project deadlines simultaneously by maintaining project status dashboard and proactively coordinating diverse stakeholders to achieve project goals
- Occasional travel to satellite offices and buildings sites will be required (2-4 times per month)
- Other tasks related to analysis and special projects as required



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### **Qualifications:**

- Undergraduate degree in Real Estate or Business Administration desired, but not required
- Must have strong analytical skills, exhibit attention to detail
- Must have strong written communication skills in English language
- Proficient in the entire MS Suite, strong Excel skills a must (a skills assessment will be required)
- Interest in learning the real estate development industry, specifically affordable housing
- Ability to manage multiple projects at once and quickly switch gears
- Must ensure smooth project management and execution in allotted time frame
- Must have excellent research skills and demonstrated ability to acquire new information quickly and independently
- Must demonstrate ability to organize complex projects into actionable plans
- Self-directed self-starter who is comfortable with ambiguity

**Compensation:** Salary commensurate with experience (\$58,000 - \$62,000/per year). MHR's current benefits package includes health, dental and vision insurance paid by the employer, 401(k) plan, and generous paid time off.

### **Physical Demands and Work Environment:**

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Physical demands:** While performing the duties of this job, the employee is frequently required to: sit, bend, traverse, reach with hands and arms, walk, climb stairs, talk, hear, see, and use a computer for extended periods; routinely use standard office equipment; occasionally push and pull items weighing 15 pounds or less; follow written and oral instructions and procedures

**Work environment:** Predominantly office environment unless traveling to building sites. The noise level in the office environment is usually minimal but may increase depending on activity levels in the office.

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**To Apply:** Email your resume and cover letter to [gmb@workforcehousinggroup.com](mailto:gmb@workforcehousinggroup.com) with the job title in the subject line.

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Note: While the above information is intended to be an accurate reflection of the current job, management reserves the right to revise the job or to require that other or different tasks be performed as assigned. It does not limit the assignment of related duties not mentioned.

**MHR Management, Inc. is an equal opportunity employer.**