

Director of Special Projects

Overview of CDCLI

Community Development Corporation of Long Island (CDCLI) was founded in 1969 when government, business and civic leaders on Long Island came together to address the growing demand for affordable housing. That strong tri-sector support continues today.

CDCLI is a regional and national leader in affordable housing and community development, with high standards of performance and a desire to identify and implement creative ways to solve problems and empower residents in the community.

CDCLI is committed to making dreams of long-term economic stability come true. As a chartered member of NeighborWorks®, CDCLI is certified to meet a high standard of fiscal integrity and service performance to assist local residents in achieving their dreams.

With our mission to “invest in the housing and economic aspirations of individuals and families by providing solutions that foster and maintain vibrant, equitable, and sustainable communities,” CDCLI maintains steadfast in its commitment to its three pillars of focus:

- (1) Community Development and Housing for All
- (2) Economic Stability
- (3) Advocacy

The Opportunity

The COVID-19 pandemic has had a profound impact on Long Island. In addition to the devastation it has caused from an individual health and public health perspective, it has also crippled the economy. Hundreds of thousands of households are unable to make rental and/or mortgage payments due to a loss of employment, wages or other factors directly related to the pandemic. CDCLI recognizes that assistance is necessary in the immediate, short- and long-term to effectively address the collateral impact.

To that end, CDCLI is currently providing financial support to extremely financially constrained rental households. It has implemented an interactive online platform that allows eligible individuals and families to apply for support immediately, and stay connected in the short and long-term. CDCLI has recently rolled out a larger financial assistance platform serving Nassau County renters and will expand to other municipalities, including within Suffolk County shortly.

As the COVID 19 vaccine reaches more individuals, coupled with the appropriation of additional recovery resources at the Federal level, CDCLI anticipates various policy and program amendments and expansions to combat the impact of COVID 19. To ensure that the broader community served by CDCLI has access to and benefits from policy and program implementations, CDCLI is establishing a COVID response Director of Special Projects position to focus on policy; programmatic and development efforts for the organization.

The ideal candidate will be equipped to work in a fast-paced environment, have the ability to stay abreast of local, State and Federal opportunities and policies related to COVID 19 response and opportunities, support the design and implementation of new financial and other support initiatives and have familiarity with adherence to regulatory requirements and compliance.

As new opportunities and programs present themselves, the Director of Special Projects will work closely with the leadership team to brainstorm, implement and oversee such opportunities. This includes direct financial support programs and other housing development opportunities.

Responsibilities

- Provide leadership for project teams by building and motivating team members to meet project goals, adhering to their responsibilities and project milestones
- Work creatively and analytically in a problem-solving environment demonstrating teamwork, innovation and excellence.
- Seek continuous improvement in processes, procedures, and outcomes.
- Analyze project metrics to determine program success factors.
- Coordinate with internal teams to manage project plans including specific responsibilities of each team, program milestones and deliverables
- Manage the review, assessment and completion of the Rental arrears program
- Track program outcomes and make recommendations for program adjustments in order to optimize services and production and implement best practices
- Supports the team to ensure expedited and comprehensive oversight of intense customer inquiry, intake submission, application roll-out and intake
- Troubleshooting multi-issue challenges that warrant an expedited, clear response(within systems, personnel and/or customer-based)
- Set benchmarks and timeframes for, application review, intake submission, application rollout, award notification and issuance of rental arrears payments
- Oversee and support counselor activities and production work flows
- Continue to evaluate and modify the process that effectively notifies customers of eligibility or ineligibility
- Manage all aspects of multiple related projects to ensure the overall program is aligned to and directly supports the achievement of specific goals
- Participate in establishing practices, templates, policies, tools and partnerships to expand and mature these capabilities for the organization.
- Provide status reporting regarding project milestones, deliverable, dependencies, risks and issues, communicating across leadership.
- Managing multiple initiatives and deadlines simultaneously.
- Additional projects, tasks, and responsibilities assigned as required.

Qualifications

Required

- Commitment to the mission and vision of CDCLI
- Bachelor's degree in Business Administration, Economics, or related field required; MBA preferred.

- 6-8 years project implementation or program management experience
- 5-7 years of experience in a leadership role required
- Thrives in a fast-paced, collaborative team environment
- Creative and Innovative thinker
- Well versed in policy reform and policy advocacy
- Familiarity with eligibility programs
- Strong leadership, organization, verbal and written communication, project management and interpersonal skills
- Expertise in various technology applications and social media platforms
- Strong sense of professionalism and discretion required
- While familiarity of the Salesforce platform is not required, it is preferred

How to Apply

Competitive salary and robust benefits package.

For consideration, please submit resume and cover letter [here](#).

CDCLI is proud to be an equal opportunity organization. We celebrate it, we support it, and we thrive on it for the benefit of our employees, our consumers, and our community.