



Equity Officer Job Description

Alloy Development is seeking an Equity Officer for the proposed development at 80 Flatbush. 80 Flatbush is a large, mixed-use project in Downtown Brooklyn that involves the development of two public schools, 900 units of affordable and market-rate housing, a cultural institution, commercial office and retail space. Alloy, the developer and architect of the project, believes the scale of the project affords the opportunity to establish best-in-class practices for equitable development. Alloy has established the below principals for equitable development at 80 Flatbush:

- 1) To commit to inclusivity, fairness and social equality in all project outreach and benefits.
- 2) To increase locally and diversity-based opportunities in project contracting and employment.
- 3) To create long-term sustainability of these principals.

The Equity Officer's primary responsibilities will be to promote, coordinate, implement, improve and evaluate best practices that support these principals for equitable development. Specific responsibilities include but are not limited to the following:

- Collaborate with all consultants, committees, stakeholders, community boards, coalitions, businesses, local elected officials and trade associations that impact the goals of diversity, equity, and inclusion throughout project.
- Oversee and enhance the construction manager's work to meet, and ideally surpass, the Minority, Women and/or Local (M/W/L) workforce goals for construction labor.
- Oversee and enhance the building manager's work to meet, and ideally surpass, the M/W/L workforce goals for permanent on site labor.
- Coordinate and support the affordable housing marketing and leasing agent in outreach, education and awareness that support the project's equitable principals.
- Create recruitment and retention for all job opportunities through the identification, promotion and coordination of available apprenticeship, training, internship and job-readiness programs as well as financial education, assistance and incentive programs.
- Monitor and evaluate all engagements to ensure compliance and improve practices.

The ideal candidate will have three to five years of prior experience working in the economic development, real estate or construction fields focusing on areas of diversity, inclusion and/or community outreach. She/he will ideally have knowledge of and previous experience working within the neighborhood, political and business communities of Downtown Brooklyn. The ideal candidate must have demonstrated initiative and self-direction in previous roles and shall also have demonstrated the ability to work collaboratively and effectively within a diverse set of stakeholders.

The Equity Officer will work directly with the principals of the company and must be comfortable working in an open, studio-based environment. Strong organizational skills and excellent written, verbal, communication, and interpersonal skills are required. Fluency in Excel and MSWord is required. Competency in Powerpoint and/or Adobe Creative Suite is preferred. Knowledge of federal, state and local laws and regulations related to affirmative action, Title IX and civil rights enforcement is preferred.

Compensation is competitive and based on experience.

Interested candidates should submit their resume, letter of interest and references to work@alloyllc.com. Phone calls may not be returned.