



# Homes and Community Renewal

*Job Opportunities at New York State Homes and Community Renewal*

*Build a career while building a better community. Rewarding careers in Public Service start here!*

## **ASSISTANT VICE PRESIDENT** **DEBT ISSUANCE**

**New York State Homes and Community Renewal (HCR)** fosters the creation and preservation of high quality affordable housing, while working strategically to revitalize neighborhoods and communities throughout the Empire State. Under the leadership of Governor Andrew M. Cuomo and Commissioner RuthAnne Visnauskas, **HCR** is a vibrant, innovative agency that integrates and leverages New York State's housing resources. We have offices in New York City, Albany, Buffalo and Syracuse, and employ a diverse workforce of professionals who are hard-working and committed to serving low and moderate income families. Our mission is far reaching, encompassing single and multifamily housing finance, home improvement, rent regulation, housing subsidies, and community development. We partner regularly with a variety of public and private stakeholders.

Achieving this mission requires a wide range of skills and backgrounds in public policy, administration, real estate, architecture, finance, law and many other areas of expertise. We seek to provide a workplace environment that is productive, flexible, accountable, ethical and caring. Our employees are empowered to make a difference where they live and work. We offer competitive pay and a comprehensive benefits package, including paid leave, health, dental, vision, retirement and family-friendly policies.

**The Office of Finance & Development** manages **HCR's** multifamily and single family housing programs and bond offerings. HCR has been the most active housing bond issuer in the country in 4 of the last five years, issuing approximately \$13 billion in tax exempt and taxable housing bonds to fund initiatives ranging in scope from mixed income rental developments to single family mortgages. Finance & Development actively engages with a range of partners including for-profit, and not for profit borrowers, municipalities, lenders, investors and other funding entities to leverage Low Income Housing Tax Credits, tax exempt bonds, single family lending programs, and a multitude of State funded programs. Our resources have helped finance over 42,000 affordable apartments and affordable homes since 2011. Finance & Development has primary responsibility for implementing many of the initiatives under the Governor's new House NY 2020 plan, an unprecedented \$20 billion investment over the next five years.

### **JOB SUMMARY:**

Primary responsibility is to represent the Agencies in their debt issuances, including assisting in identifying the appropriate financing structure for the issuance of tax-exempt and taxable bond obligations, including refunding obligations and reviewing and analyzing the associated bond related documents in accordance with current statutes, tax laws and Agencies' and State guidelines. Documents to be reviewed include Bond Resolutions, Official Statements, Purchase Contracts, Letters of Credit, Insurance Policies and various Closing Documents, including Legal Opinions, Mortgage Notes and Tax Documents. It also includes the review of project numbers and cash flows generated internally and by the senior manager. In addition



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the Vice President will assist the President in negotiating with the Senior Manager on various aspects of a bond transaction including underwriters' compensation and orders and allocations.

Other duties include participation in working group meetings with the President, bankers and attorneys to explain/discuss financing structures. Finally, at the direction of the President, the Vice President will be responsible for (i) coordinating bond sales and closings; (ii) filing Continuing Disclosure Notices on a regular basis and upon the occurrence of specified events; (iii) auditing, negotiating and resolving invoices for Debt Issuance Unit activities; (iv) providing information of bond activities upon internal request, including review of the Agency's Annual Report; and (v) preparing and conducting the entire RFP process for various services required by the Debt Issuance Unit. All of the above activities involve coordination with other units of the Agency as well as an understanding of how the various units function.

#### **QUALIFICATIONS:**

- BA in Economics, Mathematics, Statistics, Business Administration or Public Finance preferred;
- 5 years' experience in Public Finance, Bond Cash Flow generation and analysis, Credit Analysis or Finance Analysis;
- A strong background in structuring capital financing programs through tax-exempt obligations;
- Excellent quantitative, computer and writing skills;
- Excellent analytical and organizational skills;
- Ability to conduct and control meetings;
- Ability to negotiate in a high stress environment;
- Experience in supervising others; and
- Ability to work under pressure.

This job description is not intended to be all inclusive and employee will be expected to perform other reasonably related duties as assigned.

#### **WHAT WE OFFER:**

- Exciting opportunity to be part of New York's resurgence to greatness;
- Extensive benefits package including paid leave, excellent health, dental, vision and retirement benefits;
- Promotional opportunities for dedicated professionals.

**TO APPLY, please send resume and cover letter to: [JobOpportunities@nyshcr.org](mailto:JobOpportunities@nyshcr.org)**

**New York State is an Equal Opportunity Employer (EOE)**