



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!

PROGRAM ASSOCIATE – TAX CREDIT PROGRAMS

Albany, NY

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 Multifamily 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 tens of thousands affordable apartments and affordable homes since 2011. Finance & Development has primary responsibility for implementing many of the initiatives under the Governor's Housing Plan, an unprecedented \$20 billion investment over five years.

Duties:

Working under the supervision of the Director, Tax Credit Programs Unit, the Program Associate will be responsible for the management and coordination of the various functions and responsibilities of HCR's Multifamily Finance Office - Tax Credit Programs Unit.

- The Program Associate will, either alone or in conjunction with other Tax Credit Programs Unit staff, track Tax Credit allocations, implement programmatic requirements and administer the underwriting of affordable housing projects receiving Tax Credit allocations in accordance with the Agency's Qualified Allocation Plans and IRS regulations. The Program Associate will also manage and coordinate the issuance of all documents pertaining to the Low-Income Housing Tax Credit Program and the State Low- Income Housing Tax Credit Program.



Homes and Community Renewal

Job Opportunities at New York State Homes and Community Renewal

- The Program Associate will perform other programmatic duties including the tracking and researching of correspondence and other documents, preparing monthly and annual reports, responding to external program survey requests and other assignments including research, writing, mathematical analysis and spreadsheet design.
- The Program Associate will participate in developing or modifying Tax Credit Programs Unit and HCR regulations, policies and procedures pertaining to the federal Low-Income Housing Tax Credit and State Low Income Housing Tax Credit Programs. The Program Associate will also perform other delegated tasks, as needed.

Qualifications:

- BA in Finance, Business Administration, Public Administration preferred;
- Minimum of two years related work experience or Masters in Business Administration, Public Administration, Real Estate, Planning or Policy;
- Excellent organizational skills and the ability to provide careful attention to detail;
- Ability to work well under pressure and in a timely fashion;
- Strong communication skills;
- Solid and supportive team member;
- Excellent interpretative and analytical skills;
- Solid customer service orientation;
- Excellent computer skills (including Microsoft Word, Adobe and Excel); and,
- Some familiarity with housing finance or governmentally assisted housing is required.

This job description is not intended to be inclusive of all responsibilities of the position and the Program Associate will be expected to perform other reasonably related duties as assigned.

WHAT WE OFFER:

- 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

All internal SHA employees (only) are directed to apply via Nyshcr.sm.internalcandidates@nyshcr.org

New York State is an Equal Opportunity Employer (EOE)