



# 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!***

### **Senior Community Developer**

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.

#### HCR's Mission and Goals:

- Partner to improve and preserve New York State's homes and communities
- Finance and leverage resources to create and preserve safe, decent and affordable housing for the States low-moderate income individuals and families
- Support the revitalization and economic growth of the State's distressed communities and neighborhoods
- Increase compliance with rent laws and regulations to protect the legal rights and obligations of tenants and owners: and
- Proactively enforce rent regulations and identify potential fraud.

New York State Homes and Community Renewal (NYSHCR) consists of all the major housing and community renewal agencies of New York State, which were recently merged and integrated under a single management structure.

**The Office of Community Renewal (OCR)** is one of four program offices within NYSHCR. The OCR's mission is to administer a combination of State and Federal funding resources to develop or support programs that provide decent housing, a suitable living environment, and expand economic opportunities for low and moderate-income persons.



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### **Position Summary:**

OCR is seeking a team member to fill a unique new role in support of the Federally funded HOME Program. This Senior Community Developer will support and develop new and innovative approaches for using HOME Program funds in affordable housing development projects. The estimated starting salary is \$75,000, based on qualifications and relevant experience.

### **Duties:**

- Develop term sheets, underwriting criteria and program materials for development programs and projects in compliance with federal regulations;
- Develop and implement application intake process and procedures;
- Conduct due diligence review and underwriting of grants and loans. Review and score applications and assist with award notification/declination process;
- Understand and articulate federal program rules and regulations;
- Draft memos, correspondence, reports, manuals, presentations or other documents as needed;
- Provide database recordkeeping and prepare reports;
- Provide technical assistance to eligible Program applicants and grantees to ensure comprehension of program regulations, requirements, and the application and award processes;
- Review and process program-related payment requests and contracts;
- Attend, participate, conduct presentations and/or assist with preparation for community development meetings, conferences, webinars and workshops;
- Special projects and general Program-related support and assistance, as needed;
- Carry out routine office activities such as answering and routing phone calls, copying, transcription, filing, data entry, handling incoming and outgoing e-mail, and mail, and other tasks as needed.

This position requires occasional travel. Amount of travel varies throughout the year.

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

### **Minimum Qualifications and Desired Skills:**

- Bachelor's degree in humanities or business field plus work experience in grants administration, project management or real estate finance position.
- Demonstrated understanding of real estate finance through work experience;
- Affinity toward technology and ability to research and retrieve information;
- Understanding of how to work effectively in and with diverse communities;
- Skill and experience in developing solutions and systems to address administrative challenges;
- Demonstrated experience performing administrative duties with speed and accuracy without immediate and constant supervision;
- Ability to communicate effectively both orally and in writing with attention to detail and professionalism in all communications;
- Well organized and self-motivated with ability to work under pressure, while prioritizing and managing multiple tasks;
- Database management, database navigation experience;
- Comprehensive experience with Microsoft Office. Specifically: **Word and Excel**



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### **Instructions for Applicants:**

***Applicants must include a cover letter and resume for review. Resumes not accompanied by a cover letter will be deemed incomplete and will not be considered.***

***Applicant must describe in a cover letter how the applicant meets the minimum qualifications, and how the work experienced outlined in the accompanying resume relates to the available position. Applicant are also encouraged to use the cover letter as an opportunity to identify specific skills, including knowledge of software or database systems that may be useful for this position.***

**To apply, click here: [APPLY HERE](#)**

New York State is an Equal Opportunity Employer (EOE)