



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 Underwriter/Project Manager

New York City

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 new House NY 2020 plan, an unprecedented \$20 billion investment over the next five years.

The Multifamily Finance division offers financing to encourage a wide range of affordable housing, including preservation and rehabilitation of existing affordable multifamily rental housing, new construction of affordable multifamily rental housing for households of all ages, and mixed income developments for the creation of affordable multifamily rental housing in high-opportunity and high cost rental markets. They oversee capital fund programs that are matched with both the 4% and 9% LIHTC tax credit programs.



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JOB DESCRIPTION:

- Manage multi-family affordable housing projects caseload as assigned, including: Tracking development timetables and deadlines for each assigned project; acting as a proactive intermediary and problem solver between the project developer's team and assigned HCR technical staff to advance the development of projects; providing guidance with development team regarding requirements, timelines and submissions to keep the project on schedule; facilitating communication with other governmental agencies, financial institutions and others involved; maintaining required documentation and files; and processing payment requests from the developer in a timely manner and in compliance with all regulatory and statutory requirements.
- Evaluate project financing and operating budgets (underwriting) of multi-family affordable housing projects in accordance with the financing source requirements and agency policy.
- Prepare and submit regular reports on project status, as requested by supervisors and agency senior staff.
- Review and evaluate applications for funding as assigned; provide analyses and recommendations of proposed projects.
- Perform periodic site visits for proposed projects and for projects currently under construction.
- Coordinate technical assistance from HCR technical units to any prospective applicants.
- Alert supervisors, in a timely manner, of any existing or potential project issues such as potential delays, non-compliance, cost increases, etc.
- Take all actions required to move assigned projects from award to completion and placement in service.
- Candidates must possess excellent verbal and written communication skills, and proficiency with Microsoft Office programs.
- Supervise and/or provide training to Housing and Community Renewal Specialist 1 staff.
- Assist in preparing reports or analysis as assigned by management.

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:

- Bachelor's degree
- Master's degree in Public Administration/Policy, Urban Planning, Real Estate/Development, or Public Finance preferred
- Experience in one or more of the following areas required:
 - Project management
 - Public sector program management
 - Real estate or affordable housing
 - Housing finance
 - Loan underwriting
- Supervisory experience
- Strong analytical and organizational skills
- Strong oral and written communication skills
- Ability to manage projects with a high degree of autonomy
- Proficiency in Microsoft Office with an emphasis on Excel and Outlook



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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 opportunity for dedicated professionals.

[TO APPLY, please click here](#)

New York State is an Equal Opportunity Employer (EOE)