



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!

HOMEOWNER ASSISTANCE FUND, PROGRAM DIRECTOR

Job Title: Homeowner Assistance Fund (HAF), Program Director

Department: Homeownership & Community Development

Location: New York City

Job Type: Full-Time, 3-Years, with the possibility for a 2-year extension

Salary Range: Commensurate with experience

***During the COVID-19 pandemic, this position may onboard remotely and be primarily remote with regularly scheduled visits to the office.**

Organization Summary

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.

Job Summary

The HAF Program Director is a new position in the division of Homeownership and Community Development (HOCD) within New York State Homes & Community Renewal – the State's integrated housing agency. HOCD consists of the State of New York Mortgage Agency, the Affordable Housing Corporation, the Office of Community Renewal, and the Governor's Office of Faith-Based Community Development.

HOCD is seeking a team member to fill a unique new role in support of the Federally funded Homeowner Assistance Fund (HAF). The HAF Program Director will report to the Chief of Staff for HOCD and will oversee the program's sub-recipient(s) and vendor(s) to ensure program success.

Job Duties



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- Manage vendor(s) and sub-recipient(s) to meet the scopes and goals outlined in their contracts.
- Inform the Chief of Staff of HOCD and other program staff if vendor and sub-recipient performance require course correction or process changes.
- Review and coordinate with HTFC fiscal staff the processing of program-related payment requests/invoices and contracts, in a timely manner. Coordinate with HCR's quality control staff and HCR's finance division.
- Monitor vendor and sub-recipient performance, using sophisticated data reports and analysis.
- Understand and articulate and assure compliance with federal program rules and regulations.
- Draft memos, correspondence, reports, manuals, presentations or other documents, as needed.
- Attend, participate, conduct presentations and/or assist with preparation for community development meetings, conferences, webinars and workshops.
- Facilitate communication related to NYS HAF, when needed, with mortgage servicers, mortgage investors - both private and the government sponsored entities (GSEs), local taxing authorities, cooperative boards, homeowners' associations, industry trade associations and other industry stakeholders.
- Manage applicant case escalation/resolution, when needed.
- Field constituent inquiries and communications to elected officials in coordination with HCR's government relations staff.

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

- Master's degree in humanities, urban planning, business, or another related field.
- A minimum of five (5) years of work experience in project management or real estate finance.
- Demonstrated understanding of affordable housing programs in NY State, and familiarity with homeownership preservation interventions.
- Affinity toward technology and ability to perform basic data analytics.
- Understanding of how to work effectively in and with diverse communities, and sophisticated understanding of working with elected officials on politically charged programs
- 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.
- Comprehensive experience with Microsoft Office. Specifically: Word and Excel

[TO APPLY, CLICK HERE.](#)

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.



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- Promotional opportunity for dedicated professionals.

New York State is an Equal Opportunity Employer (EOE)