



## 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!***

### **UNDERWRITER**

**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 James S. Rubin, **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.

In anticipation of passage of Governor Cuomo's historic \$10 billion proposal to create 100,000 affordable housing units across the state over 5 years, HCR is currently seeking to fill a wide variety of positions. Please see our website [www.nyshcr.org](http://www.nyshcr.org) for more information.

**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 nearly \$9.5 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.

**The Multifamily Programs** 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. Since 2011, Multifamily Programs has funded more than 350 projects that will create or preserve over 35,000 affordable rental homes.



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### **UNDERWRITER DUTIES:**

The primary duty of the Underwriter is to underwrite and originate mortgages for affordable multifamily housing. This position will evaluate project feasibility and eligibility and determine loan amounts. In addition to financial and quantitative analysis, the Underwriter will assess qualitative factors such as the experience of developers, contractors and property managers. The Underwriter serves as the primary contact between HFA and its borrowers, secures necessary internal approvals and advances projects to the Credit and Policy Committee.

### **QUALIFICATIONS:**

- Bachelor's degree;
- Master's degree in Business Administration, Public Administration, or City Planning with concentration on Real Estate or Public Finance and/or experience in real estate and/or affordable housing preferred;
- Knowledge and/or experience in real estate and/or affordable housing;
- Minimum two or four years of employment experience depending on type of experience and level of education;
- Quantitative skills including expertise in Excel; and
- Strong oral and written communication skills.

This job description is not intended to be all inclusive, and employee will also perform reasonable related business 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 opportunity for dedicated professionals.

All internal SHA employees(only) are directed to apply via

[Nyshcr.sm.internalcandidates@nyshcr.org](mailto:Nyshcr.sm.internalcandidates@nyshcr.org)

**Please Include your name in the subject line**

**[TO APPLY, CLICK HERE.](#)**

**Applicants must include resume and cover letter**

New York State is an Equal Opportunity Employer  
(EOE)