



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!

Deputy Director of Distressed Asset Preservation

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 Kathy Hochul 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.

DUTIES

Under the general direction of Office of Community Renewal Senior Staff, including the Director of Distressed Asset Preservation, the Deputy Director participates in the creation, review, analysis and administration of grants and loans for affordable housing projects with a focus on revitalizing urban and rural underinvested and distressed property.

- Underwrite grants and loans using both state and federal sources, including detailed pro forma development and analysis of due diligence items.
- Participate in program development, improvement, and implementation.
- Collaborate with government and non-profit partners to deliver effective revitalization strategies
- Understand and articulate program rules and regulations.
- Draft memos, correspondence, reports, manuals, presentations, or other documents as needed.
- Provide and direct technical assistance to eligible program applicants and awardees to ensure comprehension of program regulations, requirements, and the application and award processes.
- When applicable, participate in review and scoring of program-related applications and assist with award notification/declination process, and other grant administration activities.
- Carry out routine office activities such as answering and routing phone calls, copying, transcription, filing, data entry and management, handling incoming and outgoing e-mail, and mail, and other tasks as needed.
- Participate in review and processing of all Program-related payment requests and contracts.



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- Attend, participate, conduct presentations and/or assist with preparation for meetings, conferences, webinars, and workshops.
- Special projects and general Program-related support, as needed.

QUALIFICATIONS:

- Bachelor's degree in humanities or business field plus five (5) years of work experience in real estate finance and development, grants administration, or project management. Comparable, relevant work experience will be considered.
- Master's Degree preferred
- Demonstrated understanding of real estate finance through work experience.
- Affinity toward technology.
- Understanding of how to work effectively in and with diverse communities.
- 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.
- Knowledge of Internet and ability to research and retrieve information.
- 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, Excel, and Access.**

[TO APPLY, please click here](#)

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

New York State is an Equal Opportunity Employer (EOE)