



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!

Community Developer or Community Developer Trainee

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 Kathy Hochul and Commissioner RuthAnne Visnaukas, **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.

Position Summary: This position will support OCR's Community Development Block Grant (CDBG) program, including CARES Act CDBG funding newly available to prepare, prevent and respond to the COVID-19 pandemic. A Community Developer in OCR oversees a portfolio of grant projects by providing technical support to applicants and awardees, processing payment requests and monitoring project progress and compliance throughout the grant contract term. This position will include significant database entry and financial management responsibilities related to tracking and reporting funds in both internal and external databases. The estimated starting salary is between \$47,038 and \$59,038 depending on experience and qualifications.

Duties: Under the general direction of the Program Director, a Community Developer will:



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- 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.
- Draft memos, correspondence, reports, manuals, presentations, or other documents as needed.
- Provide database record keeping and reporting support including but not limited to tracking annual allocations, payments and contracts.
- Understand and articulate program rules and regulations.
- Assist in providing and directing technical assistance to program grantees to ensure comprehension of program regulations, requirements, and the application and award processes.
- Assist with review of all Program-related applications and reports and assist with other grant administration correspondence.
- Review and coordinate with HTFC fiscal staff the processing of program-related payment requests/invoices and contracts, in a timely manner.
- Attend, participate, conduct presentations and/or assist with preparation for community development meetings, conferences, webinars, and workshops.
- Represent the Office of Community Renewal in community development meetings, conferences, and interagency working groups including the Regional Economic Development Councils (REDC).
- Special projects and general Program-related support and assistance, as needed.

These positions require 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 two (2) years of work experience in housing development, grant administration, project management or financial management position in municipal government, not-for-profit or consulting firm.
- CDBG grant management and IDIS experience preferred and Federal grant management a plus.
- Experience and interest in Housing, Community and Economic Development.
- 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.
- Strong analytical, organizational, and problem-solving skills; self-motivated with ability to work under pressure, while prioritizing and managing multiple tasks.
- Database management, database navigation experience.
- Experience with reporting software such as Crystal Reports, and PDF forms.
- Comprehensive experience with Microsoft Office. Specifically:
 - **Word**
Creating new documents, formatting, typing a full range of correspondence, reports, creating templates, proofreading for content, and editing using knowledge of grammar, punctuation, and spelling. Experience using forms, table of contents, and advanced formatting features preferred.
 - **Excel**



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Creating new spreadsheets, recording, arranging, organizing, and formatting data. This includes tracking and monitoring the status of project events or workflows in a detailed spreadsheet format. Ability to work in multiple worksheets, perform calculations, compose formulas and functions such as pivot tables is preferred.

– **Access**

Planning and implementing databases for grant management activities. This includes designing and populating tables, forms, reports, and queries.

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. Please use the cover letter as an opportunity to explain how your work experience relates to the position available and describe any specific skills you could bring to this office.

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, CLICK HERE.](#)

Applicants must include resume, cover letter, and writing sample.

New York State is an Equal Opportunity Employer (EOE)