



Homes and Community Renewal

Job Opportunities at New York State Homes and Community Renewal

Deputy Program Manager

New York, NY

Build a career while building a better community. Rewarding careers in Public Service start here!

The New York State Housing Trust Fund Corporation was established as a subsidiary public benefit corporation of the New York State Housing Finance Agency. HTFC's mission is to further community development through the construction, development, revitalization and preservation of low-income housing, the development and preservation of businesses, the creation of job opportunities, and the development of public infrastructures and facilities. The NYS Weatherization Assistance Program and Infrastructure programs help income-eligible homeowners and renters conserve energy and improve safety and health standards. NYS HTFC is dedicated to professional development and work life balance. Staff enjoys regular training and certification opportunities. HTFC staff is currently embarking on a pilot hybrid telework program.

Upon beginning a journey with us, you will experience professional development through exposure to an array of diverse experiences, world class learning and mentoring. This is how we develop outstanding leaders who endeavor to deliver on our promises to our stakeholders and in so doing, play a critical role in building a more sustainable, more equitable community in New York State. The Weatherization team is growing and as a deputy program manager you will play a key role in that growth.

Position Summary

Provide program and policy support for the office's various sustainability and weatherization stimulus programs. The Deputy will be trained in and responsible for program coordination, administration, policy development, project management, and detailed program-specific activities. This role will help shape and build a growing portfolio of expanding New York State's commitment to Renewable Energy.

Responsibilities include, but are not limited to:

- Managing a team of 4 to implement and monitor the Infrastructure program
- Develop standard operating procedures and lessons learned for stimulus programs
- Grant monitoring and coordination
- Program evaluation and metrics for the American Rescue Plan Act and Infrastructure Program
- Consultant management for Davis Bacon and Buy American guidance
- Assisting, as needed, with special projects and general program related support.
- General project management

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



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Minimum Qualifications and Desired Skills

- Bachelor's degree or equivalent and a minimum of three to five years of experience working in a professional office setting. Master's Degree can substitute two years of experience.
- Education and professional experience in urban planning, real estate development, sustainability policy, environmental justice, resilience policy, affordable housing development, or sustainable development preferred.

Essential Skills:

- Experience in program coordination
- Experience in drafting reports and memos, and white papers
- Experience in project management
- Experience in data management including collecting, compiling, and maintaining data from multiple sources
- An understanding and familiarity with the State's Climate Leadership and Community Protection Act goals, specifically related to Housing
- Ability work independently on assigned tasks with some support.
- Familiarity with regulated affordable housing, either with design or implementation, financing, or development.
- An understanding of decarbonization strategies in housing
- Ability to work independently and manage various projects at one time.
- Can work independently on assigned tasks with some support
- Proficiency in Excel, Word, and various applications

Candidates must possess the following qualities and strengths:

- Ability to communicate effectively both orally and in writing with an attention to detail and professionalism in all communications with staff and the public.
- Demonstrated experience multitasking and being well organized and self-motivated.
- Strong analytical, organizational, and problem-solving skills.
- Understanding of how to work effectively in and with diverse communities.

[TO APPLY, please click here](#)

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New York State is an Equal Opportunity Employer (EOE)