



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!

DIRECTOR OF SPECIAL INITIATIVES, HOMEOWNERSHIP & COMMUNITY DEVELOPMENT

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 and housing finance 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 control, 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.

Homeownership and Community Development (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. The Director of Special Initiatives will report to the Chief of Staff for Homeownership and Community Development.

JOB SUMMARY

Under New York State's 2022 comprehensive 5-Year Housing Plan that will invest \$25 Billion to create and preserve one hundred thousand affordable homes in New York State, the HOCD unit is administering several new initiatives to achieve these goals. The primary responsibility of the Director of Special Initiatives is to implement many of these new programs, as assigned by the Chief of Staff for HOCD.

DUTIES:

- Onboard subrecipient grantees to administer programs and once contracted oversee their work.
- Develop policies and procedures that are compliant with governing rules and regulation.
- Continuously improve practices, protocols, and tools for effective program administration.
- Ensure program completion is within budget, on time and meets Agency goals.
- Draft reports, memoranda, presentations, and other written work products for internal and external stakeholders.



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QUALIFICATIONS

- Bachelor's Degree in Urban Planning, Public Policy, Finance, or a relevant field – and 7+ years' relevant experience. Master's degree preferred.
- Understanding of housing and affordable housing related financing, including the single-family mortgage market, relevant federal and state grant programs and general real estate principles. Must be in tune with modern housing challenges.
- Experience collaborating with various levels of government, advocates and industry.
- Strong organizational skills – planning, follow-through, follow-up.
- Ability to plan and facilitate workshops and effective meetings.
- Willingness to listen to and understand the needs of the diverse populations.
- Detail-oriented with high expectations and accountability mindset.
- Strong affinity for the Agency's mission and vision.

This job description is not intended to be all inclusive, and employee will also perform reasonable related business duties as assigned.

What we offer:

- Extensive benefits package including paid leave, excellent health, dental, vision and retirement benefits;
- Promotional opportunity for dedicated professionals.

All internal SONYMA/HFA/AHC employees (only) are directed to apply via:
internalcandidates@hcr.ny.gov

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)