



Job Opportunities at New York State Homes and Community Renewal

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Director, Homeownership Development Initiatives

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. **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 and economic 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.

Position Summary

The Director for Homeownership Development Initiatives will play an essential leadership role in implementing Governor Hochul's vision for housing opportunity in New York State. This is an exciting opportunity to build upon previous experience with homeownership, real estate development and/or housing finance to implement innovative solutions to help more New Yorkers access affordable, high quality homeownership opportunities.

Duties

Under the general direction of senior staff, the Director will play a key role in the design and implementation of programs that will deploy loans and grants for the development of multi-unit homeownership projects. These projects may include scattered site or neighborhood-focused single-family development as well as multi-family projects, such as condominium and cooperative developments. Projects may be rehabilitation or new construction.

- Participate in program development, improvement, and implementation.



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- Underwrite loans using multiple sources, including detailed pro forma development and analysis of due diligence items.
- Collaborate with government, private, and non-profit partners to deliver high quality projects that create truly affordable homeownership opportunities
- Adapt quickly to solve problems and fix roadblocks
- Work across the agency to formulate new policies and procedures to deliver long term, manageable program outcomes
- Provide and direct technical assistance to eligible program applicants and awardees to ensure comprehension of program regulations, requirements, and the application and funding processes.
- When applicable, participate in review and scoring of program-related applications and assist with award notification/declination process, and other grant administration activities.
- Draft memos, correspondence, reports, manuals, presentations, or other documents as needed.
- Carry out routine office activities.
- Attend, participate, conduct presentations and/or assist with preparation for meetings, conferences, webinars, and workshops.
- Ability to supervise up 1-2 staff members, as applicable.

This position requires 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 and at least six (6) years of experience in a real estate development finance or project management role, preferably with a focus on homeownership development. Master's degree in an urban planning or finance related field preferred.
 - Four years of specialized experience, or associate degree and two years of specialized experience, may substitute for bachelor's degree.
 - J.D. or master's degree may substitute for one year of specialized experience.
 - Ph.D. may substitute for two years of specialized experience.
- Demonstrated understanding of real estate finance and underwriting. Homeownership development preferred.
- Demonstrated interest in the relationship between housing development and community revitalization.
- Understanding of how to work effectively in and with diverse communities.
- Skill and experience in developing solutions and systems to address programmatic challenges.
- Demonstrated experience working independently and exercising good judgment without constant supervision.
- Ability to communicate effectively both orally and in writing with attention to detail and professionalism in all communications.
- Well organized and self-motivated with ability to work under pressure, while prioritizing and managing multiple tasks and projects.
- Comprehensive experience with Microsoft Office and general comfort with technology. Fluency with Word and Excel is essential.

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.



Homes and Community Renewal

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Applicant must describe in a cover letter how the applicant meets the minimum qualifications, and how the work experience outlined in the accompanying resume relates to the available position. Applicants are also encouraged to use the cover letter as an opportunity to identify specific skills, including knowledge of software or database systems that may be useful for this position.

[TO APPLY, CLICK HERE](#)

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