



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, Strategic HOME 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

OCR is seeking a team member to fill a unique new role in support of the Federally funded HOME Program. This position will support new and innovative approaches for using HOME Program funds in affordable housing development projects. The ideal candidate has previous experience with federal and supportive housing programs and financing and will take the lead in developing and launching new priority initiatives, and guide projects from start to finish.

Duties:

- Support implementation of the new \$93 million HOME funding approved for NYS through the American Rescue Plan to help communities across the country create affordable housing and services for people experiencing or at risk of experiencing homelessness.
- Develop term sheets, underwriting criteria and program materials for development programs and projects in compliance with federal regulations.
- Supervise staff as applicable.



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- Develop and implement application intake and review process and procedures.
- Conduct due diligence review and underwriting of grants and loans. Review and score applications and assist with award notification/declination process.
- Understand and articulate federal program rules and regulations.
- Draft memos, correspondence, reports, manuals, presentations, or other documents as needed.
- Provide database recordkeeping and prepare reports.
- Provide technical assistance to eligible Program applicants and grantees to ensure comprehension of program regulations, requirements, and the application and award processes.
- Review and process program-related payment requests and contracts.
- Attend, participate, conduct presentations and/or assist with preparation for community development meetings, conferences, webinars, and workshops.
- Special projects and general Program-related support and assistance, as needed.
- 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.

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 plus at least six (6) years of work experience in housing finance and development or in a similar project management role.
 - 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.
- Master's Degree in an urban planning or finance related field preferred, or significant housing finance experience.
- Experience financing or developing housing for vulnerable populations preferred as well as experience with HOME funds.
- Affinity toward technology and ability to research and retrieve information.
- Understanding of how to work effectively in and with diverse communities.
- Skill and experience in developing solutions and systems to address administrative challenges.
- 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.
- 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 and Excel**

Instructions for Applicants



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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.

Applicant must describe in a cover letter how the applicant meets the minimum qualifications, and how the work experienced 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](#)

New York State is an Equal Opportunity Employer (EOE)