



## 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!*

### **VICE PRESIDENT, PROGRAM AND OPERATIONS/ CHIEF OF STAFF**

**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 Visnuskas, 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 Office of Multifamily Finance & Development** has primary responsibility for implementing many of the initiatives under the Governor's Housing Plan, an unprecedented \$25 billion investment over the next five years. The multifamily team is integral to achieving this goal. The team provides financing for the new construction and adaptive reuse of affordable multifamily rental housing for families and seniors; integrated, supportive housing for our most vulnerable populations; and preservation and improvement of New York State's public housing and Mitchell Lama portfolios.

The Chief of Staff/VP or Program and Operations serves as an advisor to the Senior Vice President on matters related to the Office of Multifamily Finance and development and provides general oversight of program operations

#### **Duties and Responsibilities:**

- In coordination with the SVP, oversee housing plan and base capital allocations and spend for the multifamily units; monitor volume cap usage and planning
- Coordinate activities between multifamily programs including policy updates, program operations, new program implementation, evaluating program efficiency and effectiveness, and general oversight.
- Work with SVP and VPs to set and track production goals toward agency targets
- Advise program VPs on pipeline management, focusing on unit count, subsidy, credit, and volume cap usage
- Point person for Multifamily Finance and development for technology projects including Prolink, BAM or other systems.
- Track all HR actions, work with HR on new hire approvals



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- Perform data analysis as needed
- Directly oversee three program functions:
  - The Assistant Vice president of Loan Servicing that oversees a team responsible for loan conversion and requisition activities
  - The Director of Tax Credit Programs that oversees a team responsible for a supporting both the 9% and 4% low-income housing tax credit programs
  - Data analysis team that enters and pulls data from agency data systems
- Supports SVP in the fulfillment of larger Department and Agency goals

#### **Qualifications:**

- Bachelor's Degree required; Master's Degree preferred along with relevant project management experience in the affordable housing field.
- Demonstrated knowledge of financing products and structures pertinent to real estate and community development, as well as state and federal programs;
- Excellent financial and analytical skills
- Strongly proactive customer service skills
- Effective communicator in team and one-on-one interactions; strong writing skills

\*Substitutions: four years of specialized experience or associate's 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

This job description is not intended to be all inclusive and the employee will be expected to perform reasonably related 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](mailto:internalcandidates@hcr.ny.gov)

**TO APPLY, CLICK HERE.**

Applicants must include resume and cover letter.

New York State is an Equal Opportunity Employer (EOE)  
(EOE)