



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!

Sr. Economic Developer

Position in: 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. 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 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 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.

The Office of Community Renewal (OCR) is one of four program offices within NYSHCR. OCR's mission is to administer a combination of State and Federal funding resources to develop or support programs that provide decent housing, a suitable living environment, and expand economic opportunities for low and moderate-income persons.

Duties: Under the general direction of the Program Director, the Sr. Community Developer provides support in the administration of Community Development Block Grant (CDBG) program's economic development grants. These grants support job creation for businesses throughout New York State. The starting salary for this position is \$79,410.

- Conduct application reviews including underwriting and due diligence review.
- Prepare award recommendation memos and assist with award notification/declination process.



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- Conduct advanced research and writing to draft program policies, lead program improvement projects and develop procedures in response to audit findings and recommendations.
- Understand and articulate program rules and regulations and provide advanced technical assistance to program applicants and grantees to ensure comprehension of program regulations, requirements, and the application and award processes.
- Supervise junior staff members.
- 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.
- Draft memos, correspondence, reports, manuals, presentations, or other documents as needed.
- Provide database record keeping and reporting support including but not limited to tracking annual allocations, payments, and contracts.
- Assist with review and processing of all 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.

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 in planning, economic development, public administration, business, or related field plus three (3) years of work experience in economic development. Comparable, relevant work experience will be considered;
 - 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.
- Experience performing financial analysis and underwriting loans and ability to independently analyze financial statements and draft concise analyses of financial condition.
- Affinity toward technology;
- Strong analytical, organizational and problem-solving skills;
- Understanding of how to work effectively in and with diverse communities;
- 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;
- Knowledge of Internet and ability to research and retrieve information;
- Well organized and self-motivated with ability to work under pressure, while prioritizing and managing multiple tasks;
- Database management, database navigation experience;
- Experience with reporting software such as Crystal Reports, and PDF forms preferred
- Strong Excel skills required.



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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.

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.

What we offer:

- Exciting opportunity to be part of New York's resurgence to greatness;
- Extensive benefits package including paid leave, excellent health, dental, vision and retirement benefits;
- Promotional opportunity for dedicated professionals.

[TO APPLY, CLICK HERE](#)

New York State is an Equal Opportunity Employer (EOE)