



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!

Senior Project Manager

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 hard-working professionals 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.

HCR consists of all the major housing and community renewal agencies of New York State, under an integrated single management structure.

Position Summary: The Program Manager for Distressed Asset Initiatives will play a key role in implementing programs that support the creation and preservation of affordable housing across New York State. The position is an opportunity to build upon previous experience with housing finance and project underwriting to employ innovative solutions to complex housing and community development challenges. The salary range for this position is \$79,410-\$99,213.

Duties: Under the general direction of Senior Staff, including the Director of Distressed Asset Initiatives, the Program Manager participates in the review, analysis, and administration of loans for affordable housing projects with a focus on revitalizing urban and rural underinvested and distressed property.

- Underwrite loans using both state and federal sources, including detailed pro forma development and analysis of due diligence items.
- Manage a portfolio of affordable housing development projects through the funding and development phases, including evaluating applications, coordinating funding-related project submissions (e.g., environmental, legal,



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design, fair housing, etc.), and providing technical assistance to eligible program applicants and awardees to ensure comprehension of and compliance with program regulations, requirements, and processes.

- Collaborate with government and non-profit partners to deliver effective revitalization strategies.
- Understand and articulate program rules and regulations.
- Draft memos, correspondence, reports, manuals, presentations, or other documents as needed.
- Participate in reviewing and processing all Program-related payment requests and contracts.
- Attend, participate, conduct presentations and/or assist with preparation for meetings, conferences, webinars, and workshops.
- Special projects and general Program-related support, as needed.

This position requires occasional travel. The amount of travel varies throughout the year. This job description is not intended to be all-inclusive, and the employee will be expected to perform other reasonably related duties as assigned.

Minimum Qualifications and Desired Skills:

- Bachelor's degree in humanities, public policy, urban planning, or business, plus at least 3-5 years of work experience in a real estate finance position, including underwriting and project management. A Master's Degree in business, finance, or urban planning is desirable.
- Affinity toward technology and ability to research and retrieve information.
- Understanding of how to work effectively in and with diverse communities.
- 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 the ability to work under pressure, while prioritizing and managing multiple tasks and projects.
- Comprehensive experience with Microsoft Office. Specifically: Word and Excel.

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.

[To Apply, Click Here](#)

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.

New York State is an Equal Opportunity Employer (EOE)