



# 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!***

### **Project Manager**

*New York, 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 Visnaukas, **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.

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. The 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.

**Position Summary:** Under the general direction of the Vice President, the Project Manager is responsible for the evaluation for funding of applications submitted from eligible applicants and to verify program compliance in a given geographic region of New York State.

#### **Essential Duties / Responsibilities:**

- Maintain a working knowledge of the AHC program, policies, and procedures, program activities and operational functions.
- Assist Eligible Applicants in obtaining grants Affordable Homeownership Development Funds.
- Manage portfolio of affordable housing developments projects.
- Evaluate applications for completeness, compliance with program requirements and financial viability.
- Coordinate activities of project portfolio to ensure that goals or objectives of the program are accomplished within prescribed time frames and funding parameters.
- Coordinate and direct all technical assistance for project portfolio (i.e. Construction;



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Environmental; Legal; Affirmative Action)

- Executive Grant Agreements with Grantees of approved projects.
- Track and monitor project portfolio through the funding and development phases.
- Facilitate project contract execution.
- As requested, attend public workshops, seminars and events to speak on affordable housing issues relating to the assigned portfolio.

#### **Requirements/Qualifications:**

The requirements listed below are representative of the knowledge, skill, and/or ability required for this position:

- Bachelor's degree and/or equivalent related experience
- Excellent oral and written communication skills;
- Computer skills – MS Word & Microsoft Excel
- Affordable housing background or experience and/or knowledge of construction; ability to travel within New York State;

*This job description is not intended to be all-inclusive and employee will be expected to perform other reasonably related duties as assigned.*

All internal SONYMA/HFA/AHC employees (only) are directed to apply via  
[internal.candidates@hcr.ny.gov](mailto:internal.candidates@hcr.ny.gov)

**Please Include your name in the subject line**

**[TO APPLY, CLICK HERE.](#)**

**Applicants must include resume and cover letter**

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