



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 Main Street

Positions in: Albany, Syracuse, or Buffalo NY

New York State Homes and Community Renewal (HCR) is the State's affordable housing agency, with a mission to build, preserve, and protect affordable housing and increase homeownership throughout New York 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.

What we offer: As an employee of the Housing Trust Fund Corporation, you will be eligible to participate in the New York State and Local Retirement System and the New York State Health Insurance Program. Staff enjoys regular training and certification opportunities organized by our Training and Professional Development unit. HTFC offers optional life insurance, FSA and Dependent Care programs, and a commuter benefit program. Additionally, HTFC participates in NYS Paid Family Leave and provides Short Term and Long Term Disability coverage.

New York State Homes and Community Renewal currently offers the possibility of a hybrid workplace through our Telecommuting Pilot Program. Participation in this program requires an application process that must be approved. Participation is not guaranteed.

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: HCR is looking for a new staff member to join the Office of Community Renewal's New York Main Street (NYMS) program team. The NYMS team manages grant projects awarded to not-for-profit organizations and units of local government to strengthen the economic vitality of the state's downtowns, mixed-use neighborhood commercial districts, and village centers. In addition to NYMS grants, this team also oversees grant projects as part of the Buffalo Main Streets Initiative and the Downtown Revitalization Initiative (DRI). These programs are unique within HCR's portfolio because they provide funding for rehabilitation of mixed-use properties such as façade/storefront improvements, commercial interior fit-out, upper-floor housing creation, but also a wide variety of other uses including public art, other public realm and streetscape improvements, technical assistance, and planning activities.



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A NYMS Project Manager oversees a diverse portfolio of downtown development projects in various regions of the state and provides support throughout the full lifecycle of a grant: Reviewing grant applications, preparing grant agreement materials, processing payment requests, conducting site visits and providing technical assistance to applicants and awardees. Most days this means answering questions by phone and email, researching and troubleshooting difficult questions and scenarios, reaching out to awardees to check on status of activities, reviewing and editing written materials. Some days this includes traveling to visit grantees to tour completed activities and prospective projects, participating in local planning meetings and coordinating activities with partners at other state agencies. The best days include contributing to new types of written materials to make processes simpler for grantees, interacting with interesting people and collaborating on sustainable downtown development.

This position is an opportunity to work on impactful projects that support downtown revitalization efforts throughout the state. A NYMS grant project manager position requires significant administrative work and effort, but offers unique opportunities to become familiar with every corner of New York State, learn about different local governments and observe the operations of a wide variety of types of not-for-profit organizations. The ideal candidate for this position is: 1) Organized and able to work independently, 2) Interested in learning about and playing a part in the revitalization of New York's Main Streets and Downtowns 3) Curious and eager to contribute to process and procedural improvements.

The estimated starting salary is \$63,266.

Responsibilities: Under the general direction of the Program Director or Assistant Program Director, a Project Manager will:

- Provide significant role in evaluating program-related applications and making project funding recommendations.
- Track and monitor project portfolio through funding, development, and compliance phases.
- Build and maintain relationships with municipalities and not-for-profit organizations.
- Assist in providing and directing technical assistance to program grantees to ensure comprehension of program regulations, requirements, and the application and award processes.
- Maintain working relationships with other state, regional, and local agencies to address impediments to delivering downtown development initiatives.
- Represent the Office of Community Renewal in community development meetings, conferences, and interagency working groups including the Regional Economic Development Councils (REDC) and Downtown Revitalization Initiative (DRI) activities.
- Attend, participate, conduct presentations and/or assist with preparation for community development meetings, conferences, webinars and workshops.
- Carry out routine office activities such as data entry, drafting correspondence, and providing database record keeping and reporting support
- Special projects and general Program-related support and assistance, as needed.

These positions require 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.



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Minimum Qualifications and Desired Skills:

- Bachelor's degree in Urban or Regional Planning/Development, Economic Development, Public Administration, or a related field plus work experience in a professional office setting. Government, grants, or project management experience a plus.
- Two (2) years of experience and/or interest Historic Preservation, Downtown Revitalization, Housing, Community & Economic Development.
- Strong analytical, organizational, and problem-solving skills; self-motivated with ability to work under pressure, while prioritizing and managing multiple tasks.
- 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.
- Database management, database navigation experience.
- Experience with reporting software such as Crystal Reports, and PDF forms.
- Comprehensive experience with Microsoft Office. Specifically:
 - **Word**
Creating new documents, formatting, typing a full range of correspondence, reports, creating templates, proofreading for content, and editing using knowledge of grammar, punctuation, and spelling. Experience using forms, table of contents, and advanced formatting features preferred.
 - **Excel**
Creating new spreadsheets, recording, arranging, organizing, and formatting data. This includes tracking and monitoring the status of project events or workflows in a detailed spreadsheet format. Ability to work in multiple worksheets, perform calculations, compose formulas and functions such as pivot tables is preferred.

Instructions for Applicants:

Applicants must include a cover letter and resume for review. A writing sample is recommended and will be requested for candidates selected for interviews.

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