



Job Opportunities at New York State Homes and Community Renewal

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Program Director, Neighborhood & Rural Preservation Programs

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

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.

The Office of Community Renewal (OCR) is within the Single Family and Community Development unit, one of four program offices within NYSHCR. OCR 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.

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 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.

Position Summary

The Program Director will play an essential role in HCR's Office of Community Renewal. This is an exciting opportunity to build upon previous experience in housing, not-for-profit management and government grant administration.

This role will be a hands-on administrator for HCR's Rural & Neighborhood Preservation Programs (NRPP) and other smaller related programs. Under the direction of the President of the Office of Community Renewal or Senior Program Director, the Program Director will be responsible for top to bottom management of these Programs.

The Preservation Programs provide administrative funds to support nearly 200 community-based not-for-profit organizations known as Neighborhood and Rural Preservation Companies (NPCs and RPCs). The NPCs and RPCs provide local, front-line support for housing needs in communities and neighborhoods throughout New York State. The Companies use HCR's administrative support to leverage other funding sources. These leveraged resources extend the available service offerings and increase support available to revitalize distressed communities, increase economic opportunities and improve access to safe and affordable housing in New York State.



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The Program Director oversees the annual renewal of contracts and processing of payments for all of the NPCs & RPCs. Most days this means preparing and reviewing application or contract documents, reviewing and processing payment requests, providing technical support by phone and email to the NPCs & RPCs and tracking activity among these companies. Some days this includes tasks like researching state statutes and agency rules & regulations, updating and improving data management and tracking tools, preparing policy memos and manuals. The most exciting days include hosting in-person or web-based training sessions to support companies, meeting with stakeholders to gather feedback on needs and potential program improvements, and interacting with interesting and hardworking not-for-profit staff members in every part of New York State.

Detailed Description of Duties

- Interpret program-related policies and statutes to clarify program goals and objectives. Specifically, evaluate legacy program design and develop options for modernizing and reinvigorating the existing stakeholder base;
- Take on long term projects intended to deliver operations improvements, both administrative and technical.
- Articulate program rules and regulations to provide advanced direct technical assistance to companies and promote comprehension of program regulations, requirements, and contracting processes;
- Manage full portfolio, including but not limited to, tracking and monitoring renewal application status, grant agreement status and payment status.
- Professional and technical writing for policy memos and documenting procedural adjustments. Including but not limited to memos, correspondence, reports, manuals, presentations, or other documents as needed.
- Carry out routine administrative office activities.
- Advise on and contribute to the drafting and distribution of annual and/or other periodic Notices of Funding Availability, Requests for Applications and other related OCR Program funding documents;
- Assist with review and scoring of all Program-related applications, the award notification/declination process, the review and processing of contracts and payment requests;
- Represent the Office of Community Renewal and program in community development meetings, workshops or conferences;
- Special projects and general program-related support and assistance, as needed.
- Supervising staff members 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.
- Minimum of 6 years of relevant experience.
- Advanced skills with Excel & Word, experience in SharePoint.
- Ability to adapt quickly to solve problems and overcome roadblocks.
- Demonstrated interest in the relationship between housing development and community revitalization;
- 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 ability to work under pressure, while prioritizing and managing multiple tasks and projects;



Homes and Community Renewal

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Instructions for Applicants

Applicants must include a cover letter and resume for review. 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. Applicants are also encouraged to provide a writing sample that demonstrates their ability to clearly communicate technical concepts or procedures.

[TO APPLY, CLICK HERE](#)

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