



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. Project Manager – CDBG

Albany, 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. 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.

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.

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.

Position Summary:

HCR is looking for a new senior staff member to join the Office of Community Renewal's Community Development Block Grant (CDBG) program team. The CDBG team manages grant projects awarded to units of local government to help provide decent housing, economic opportunity, and suitable living environments for low- and moderate-income persons throughout the state. This program is unique within HCR's portfolio because it provides funding for a variety of uses beyond housing, including public water and sewer infrastructure and business assistance.

The CDBG Senior Project Manager supports a team of Project Managers, helping to effectively administer a portfolio of projects in various regions of the state. The position includes both supervisory duties and management of a personal portfolio of projects 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, awardees, and staff.



Homes and Community Renewal

Job Opportunities at New York State Homes and Community Renewal

Daily activities include answering questions by phone and email, researching and troubleshooting difficult issues and scenarios, reviewing and editing written materials, and attending internal meetings as needed. Some days may include traveling to visit grantees to provide technical assistance and to see the results of CDBG investments or presenting at a conference with partners at other state agencies.

While the position requires significant administrative work and effort, it offers unique opportunities to become familiar with communities throughout the State while supporting interesting, meaningful projects that benefit low-and-moderate income New Yorkers. The ideal candidate for this position is: 1) Organized and able to work independently, 2) Possesses excellent written and oral communication skills, 3) Is curious and eager to contribute to process and procedural improvements, and 4) Is detail oriented while able to also maintain a long-term view of the goals for the CDBG program.

Responsibilities:

Under the general direction of the Program Director, the Sr. Project Manager provides support in the administration of the CDBG program. Responsibilities include:

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



Homes and Community Renewal

Job Opportunities at New York State Homes and Community Renewal

Minimum Qualifications:

- Bachelor's degree in planning, public administration, business, or related field plus three (3) years of work experience in community development. Comparable, relevant work experience will be considered;
- 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;
- Strong Microsoft Excel and Word skills required.

Desired Skills:

- Experience performing financial analysis and underwriting loans and ability to independently analyze financial statements and draft concise analyses of financial condition.
- Database management, database navigation experience;
- Experience with reporting software such as Crystal Reports, and PDF forms

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.

[CLICK HERE TO APPLY](#)

New York State is an Equal Opportunity Employer (EOE)