



## *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, Homeownership Development Initiatives**

New York, 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.

#### **Position Summary**

The Senior Project Manager for Homeownership Development Initiatives will play an essential role in implementing Governor Hochul's vision for housing opportunity in New York State. This is an exciting opportunity to build upon previous experience with housing finance to implement innovative solutions to help more New Yorkers access affordable, high quality homeownership opportunities.

#### **Duties**

Under the supervision of the Director of Homeownership Development Initiatives, the Sr Project Manager will underwrite and close loans for the development of multi-unit homeownership projects. These projects may include scattered site or neighborhood-focused single-family development as well as multi-family projects, such as condominium and cooperative developments. Projects may be rehabilitation or new construction.

- Underwrite loans using multiple sources, including detailed pro forma development and analysis of due diligence items.
- Collaborate with government, private, and non-profit partners to deliver high quality projects that create truly affordable homeownership opportunities
- Adapt quickly to solve problems and fix roadblocks
- Provide and direct technical assistance to eligible program applicants and awardees to ensure comprehension of program regulations, requirements, and the application and funding processes.
- When applicable, participate in review and scoring of program-related applications and assist with award notification/declination process, and other grant administration activities.
- Draft memos, correspondence, reports, manuals, presentations, or other documents as needed.
- Carry out routine office activities.



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- Attend, participate, conduct presentations and/or assist with preparation for meetings, conferences, webinars, and workshops.

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 and 3-5 years of experience in a real estate development finance or project management role, preferably with a focus on homeownership development. Master's degree in an urban planning or finance related field preferred.
- Demonstrated understanding of real estate finance and underwriting. Experience with homeownership development preferred.
- Demonstrated interest in the relationship between housing development and community revitalization.
- Understanding of how to work effectively in and with diverse communities.
- Skill and experience in developing solutions and systems to address programmatic challenges.
- 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.
- Comprehensive experience with Microsoft Office and general comfort with technology. Fluency with Word and Excel is essential.

*This job description is not intended to be all inclusive, and employee will also perform other reasonable related business 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)**