



# 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!***

### **VICE PRESIDENT AND DEPUTY COUNSEL - PUBLIC AUTHORITIES**

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 Visnuskas, **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.

#### **JOB SUMMARY**

The Vice President and Deputy Counsel/Public Authorities is a senior department level position reporting directly to the General Counsel. The Vice President and Deputy Counsel is responsible for leading the team providing legal services for the New York State Housing Finance Agency ("HFA") and its subsidiary, the New York State Affordable Housing Corporation ("AHC"), as well as for the State of New York Mortgage Agency ("SONYMA") and for the New York State Municipal Bond Bank Agency ("MBBA") and its subsidiary, the Tobacco Settlement Financing Corporation ("TSFC", together with HFA, AHC and SONYMA, the "Agencies"). HFA, SONYMA and MBBA, as well as their subsidiaries, are public benefit corporations of the State of New York, and fund their operations through the issuance of bonds. HFA and SONYMA issue taxable and tax-exempt bonds, respectively, to provide low-cost financing for the construction and renovation of rental housing available to low-to-moderate income families, and to provide low-interest fixed rate mortgages to first time and other eligible home buyers.

The legal work of the HFA/SONYMA Legal Department is largely transactional. Attorneys work on HFA bond financed multi-family housing projects from initial financing through permanent conversion following construction completion. Attorneys also work on the bond-financed single-family bonds that fund SONYMA mortgage loans and on AHC grant programs. The VP and Deputy Counsel will have overall responsibility for the management of the HFA/SONYMA Legal Unit with primary legal responsibility for bond issuances by the Agencies. The candidate will provide legal and financial advice on the HFA and



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SONYMA financings and programs and participate with other senior staff in setting SONYMA program rates and financing plans. The VP and Deputy Counsel will be responsible for the staff of attorneys and other professionals providing legal support on a range of issues including procurement and FOIL and other related in-house legal duties.

The candidate will be responsible for corporate governance of each of the Agencies, including all Board-related activities as well as Agency legislation and State reporting responsibilities under the Agencies' statutes and the State Public Authorities Law.

The candidate assists the General Counsel in directing, coordinating, and planning a broad variety of activities of the HFA/SONYMA Legal Department. The candidate helps determine priorities in the deployment of the department resources and in services to be rendered and shares responsibility for the formulation of policy and for decision making in areas that may include the following:

#### **RESPONSIBILITIES:**

- Provides legal advice and support to the General Counsel and to Agency senior staff on all aspects of bond issuances and bond-funded programs by the various Agencies.
- Provides legal advice and support to the General Counsel on all matters of corporate governance for the Agencies including responsibility for the preparation for and conduct of board meetings, oversight of the governing statutes and formation documents and compliance with State and Federal statutory reporting requirements.
- Oversight and support of all aspects of real estate project financing and other legal areas related thereto.
- Oversight and general supervision of legal personnel and resources including with respect to hiring, promoting, evaluating, training and retaining department staff.
- Assists the General Counsel to formulate legal guidelines and standards, including determining the goals and methodology for achieving the goals set for the Office of Legal Affairs staff.

#### **QUALIFICATIONS:**

- Must be admitted to the practice of law in New York State.
- Must have 15 years of legal experience with significant experience in structured finance law with a preference for tax-exempt bond finance experience.
- Significant experience with sophisticated real estate transactions, secured financing, construction lending and mortgage loan portfolio management, or have a good understanding of the preceding together with government experience and experience with the legislative process; litigation experience may also be useful.
- Experience providing advice to senior executive level officers, including advice and interaction with boards of directors.
- Experience leading and managing teams of lawyers and professional staff.
- Ability to establish effective working relationships with staff, outside attorneys, and consultants.



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- Ability to manage outside counsel.
- Ability to work under pressure.
- Excellent oral and written communication skills.
- Strong analytical and organizational skills.
- Record of productivity.

This job description is not intended to be all inclusive, and employee will also perform reasonable related business duties as assigned.

#### **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.

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

**Please Include your name in the subject line**  
**Applicants must include resume and cover letter**

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

Applicants must include resume and cover letter  
New York State is an Equal Opportunity Employer  
(EOE)