



# Homes and Community Renewal

***Job Opportunities at New York State Home and Community Renewal***  
***Build a career while building a better community. Rewarding careers in Public Service start here!***

## **Vice President, Single Family 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.

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.

The **State of New York Mortgage Agency (SONYMA)** is one of several HCR agencies. SONYMA's programs provide mortgage financing to assist low- to moderate-income, first-time homebuyers in the purchase of a one-to-four-unit residences that are required to meet eligibility criteria established by the Agency and by applicable Federal law. This position will report to the Single Family Programs unit of SONYMA. The Single Family unit reports to HCR's Homeownership and Community Development.



## **Position Summary:**

The Vice President is a senior level position within the State of New York Mortgage Agency, a public authority within the NY state housing agency, Homes and Community Renewal. SONYMA's mission is to provide New Yorkers with access to affordable homeownership, with a particular focus on serving first time home buyers and families who are considered low and moderate income.

SONYMA is also focused on building new programs that address gaps in the credit market as it relates to homeownership. Recent examples of new programs include a program to reimagine how credit is evaluated to address historic discrimination; and a new program that offers affordable mortgages to families who live in manufactured homes located on leased land (aka mobile home parks).

The Vice President position requires a visionary leader with a deep understanding of the single-family mortgage space, and a person who is skilled at creating and managing efficient, streamlined systems that increase productivity without sacrificing quality.

## **Essential Duties / Responsibilities:**

- Support the Senior Vice President of SONYMA in the day-to-day and long-term operations of the organization, including identifying areas where the Vice President can assume responsibilities currently carried by the SVP.
- Manage the AVP in multiple areas and ensure that these direct reports are effectively managing their teams.
- Identifying innovative areas in the NY homeownership market where SONYMA can make a significant impact. Help to design and implement the roll out of these programs in collaboration with SONYMA senior leadership.
- Manage the department's systems' needs. Work with the Information Technology Unit, facilities management, and external software vendors to troubleshoot problems, recommend changes, and test such changes.
- Manage the department's internal controls and Disaster Recovery testing processes. Identify weakness in our current systems and propose plans for process improvements.
- Maintain and update all guideline documents, forms, training documents and procedures, both internal and external.
- Oversee operation of 800 line to ensure adequate call coverage and accurate communication of SONYMA guidelines, minimize wait times and proper delivery of post-conversation communication.
- Generate and prepare reports as required by statute, policy, or external sources.
- Facilitate Advisory Council meetings annually and oversee monthly subcommittee meetings.
- Other related duties as needed.

## **Requirements/Qualifications:**

The requirements listed below are representative of the knowledge, skill, and/or ability required for this position:

- Bachelor's degree or equivalent combination of academic and professional experience.
- 10 years of experience in the residential mortgage/housing industry. Prior experience in mortgage originations and servicing must be extensive.
- Strong organizational skills, including the ability to multitask, be flexible, and work well under pressure.
- Strong project management skills with excellent attention to detail
- Excellent verbal, written and presentation communication skills;
- Highly proficient in MS PowerPoint, MS Excel and MS Word. Knowledge of SharePoint



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*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)**