



# Homes and Community Renewal

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## **Program Manager**

Albany, NY

### **Possible Hybrid Workplace Opportunity**

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.

*A Civil Service exam is not required for this position. Candidates must meet the minimum qualifications outlined below to be considered.*

This position is on the **Housing Trust Fund Corporation (HTFC)** payroll. HTFC was established as a subsidiary public benefit corporation of the New York State Housing Finance Agency. HTFC's mission is to further community development through the construction, development, revitalization and preservation of low-income housing, the development and preservation of businesses, the creation of job opportunities, and the development of public infrastructures and facilities.

#### **Job Summary:**

The Program Manager for Manufactured Housing Initiatives will play a key role in implementing programs that support the creation and preservation of affordable housing across New York State. The position is an opportunity to build upon previous experience in affordable housing to employ innovative solutions to complex housing and community development challenges. The preferred location for this position is Albany, NY, though other locations where HCR has an office may be considered.

#### **Job Duties:**

Under the general direction of Senior Staff, including the VP for Small and Mid-Size Development, the Program Manager participates in the review, analysis, and administration of loans and grants primarily for manufactured home communities. The Program Manager may also organize outreach to help make residents and owners of manufactured home communities (including cooperatives) aware of the resources available for individuals and communities. At times, the Program Manager may assist in the implementation of other housing finance programs overseen by the VP for Small and Mid-Size Development.

- Assist in underwriting loans, including detailed pro forma development and analysis of due diligence items.
- Help to manage small portfolio of manufactured home community improvement projects through the funding and development phases, including evaluating applications, coordinating funding-related project submissions (e.g., environmental, legal, design, etc.), and providing technical assistance to eligible program applicants and awardees to ensure comprehension of and compliance with program regulations, requirements, and processes.



## Homes and Community Renewal

- Outreach and coordination with community owners, prospective owners, and residents, including residents who wish to pursue resident ownership.
- Coordinate with participating lenders, SONYMA, and other entities who provide resources to manufactured home communities and residents.
- Understand program rules and regulations.
- Draft memos, correspondence, reports, manuals, presentations, or other documents as needed.
- Participate in review and processing of all Program-related payment requests and contracts.
- Attend, participate, conduct presentations and/or assist with preparation for meetings, conferences, webinars, and workshops.
- Special projects and general Program-related support, as needed.

### Minimum Qualifications:

- Bachelor's degree in humanities, public policy, urban planning, or business field
- (3) years of work experience in a real estate finance or development position, including underwriting and project management.
  - Four years of specialized experience or associate's degree and two years of specialized experience may substitute for bachelor's degree
  - J.D. or master's degree may substitute for one year of specialized experience.
  - Ph.D. may substitute for two years of specialized experience.
- Master's Degree in business, finance or urban planning is desirable.
- Affinity toward technology and ability to research and retrieve information.
- Preference for experience working with manufactured housing communities or housing in rural areas.
- 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.
- Comprehensive experience with Microsoft Office. Specifically: Word and Excel

### What we offer at NYSHCR:

- Extensive benefits package including paid leave, including excellent health, dental, vision and [retirement benefits with the New York State & Local Employees' Retirement System.](#)
- Promotional opportunity for dedicated professionals
- Work life balance benefits including a 37.5 hour work week and paid time off benefits including, vacation, sick, personal days, and Federal Holidays
- Opportunity for compressed scheduling
- 12 weeks of Paid Parental Leave
- Paid Family Leave



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### **About New York State Homes and Community Renewal:**

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, construction, 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.

[TO APPLY, CLICK HERE](#)

**Applicants must include resume and cover letter**

New York State is an Equal Opportunity Employer (EOE)