



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!

Project Manager/Underwriter

New York, NY

Possible Hybrid Workplace Opportunity

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.

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.

NYS Homes and Community Renewal (HCR) is committed to fostering a culture of diversity, equity, inclusion, and accessibility. Our work would not be possible without the diverse backgrounds, experiences, ideas, and abilities of our employees. HCR is committed to developing a workforce which represents the diverse population of New York State. HCR embraces a diverse and inclusive work environment by encouraging all individuals, including those with disabilities, to apply to open positions at the agency.

Position Summary

The 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 gain experience in the field of housing finance while helping 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 Project Manager will support the Director and Sr. Project Manager in the underwriting and closing of 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.

- Assist Director and Senior Project Manager in performing due diligence in the loan underwriting process.



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- Collaborate with other agency departments including Fair and Equitable Housing Office, Dept of Empowerment, Compliance and Opportunity, Design, Construction and Environmental Unit, Finance, Legal, et al. to bring projects through relevant review processes.
- Assist with loan closing and servicing – preparing disbursement requests, maintaining detailed program and project trackers, using agency-specific software systems.
- Assist in drafting correspondence, reports, manuals, presentations, or other documents as needed.
- Carry out routine office activities.
- 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 2-3years 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 interest in 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.
- Demonstrated experience working independently and exercising good judgment
- 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.

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*

Please include your name in the subject line

[TO APPLY, CLICK HERE.](#)

Applicants must include resume and cover letter



Homes and Community Renewal

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New York State is an Equal Opportunity Employer (EOE)