



# 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!*

## **CHIEF OF STAFF, HOMEOWNERSHIP & COMMUNITY DEVELOPMENT**

*(New York, 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.*

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.

**Homeownership and Community Development (HOCD)** consists of the State of New York Mortgage Agency, the Affordable Housing Corporation, the Office of Community Renewal, and the Governor's Office of Faith- Based Community Development.

### **JOB SUMMARY**

The Chief of Staff for Homeownership and Community Development is a senior level position in the division of Homeownership and Community Development within New York State Homes & Community Renewal – the State's integrated housing agency. The Chief of Staff will report directly to the Senior Vice President of Homeownership and Community Development (SVP) and will provide the SVP support in the management of personnel, external partner relations, strategic project implementation, and operational decisions as they impact the goals and outcomes of the Agency. In addition, the Chief of Staff may be responsible for managing priority programs, as assigned by the SVP, which cut across Agency units of the State of New York Mortgage Agency, the Affordable Housing Corporation, the Office of Community Renewal, and the Governor's Office of Faith-Based Community Development.

### **JOB DUTIES**

This position is responsible for contributing to the success of the Agency by:

- Serving as strategic advisor and thought partner to the SVP, specifically in crafting new programs and identifying areas where the division should be addressing housing challenges not currently being adequately served;
- Managing the Director of Special Initiatives and the Senior Project Associate
- Assuming day-to-day responsibility for new projects including program design, legal review, establishing policies and procedures, crafting RFPs and NOFAs, reviewing grant applications, executing contracts with grantees and monitoring program efficacy and timelines.



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- Creating and maintaining cross-departmental relationships to enable leadership success and cross-program awareness.
- Building relationships with outside stakeholders both in the state of New York and nationally to identify innovative housing solutions that may be adapted by HCR, and sharing information regarding the success of new programs piloted by HCR.
- Data management across the division to ensure we are quantifying our impact and to ensure we are able to report out on programmatic successes
- Collaborating with other divisions within HCR including Finance and Development, Office of Housing Preservation, Fair Housing, to ensure we are supporting one another's work, and collaborating where there are opportunities to create synergies.
- Assisting the SVP with managing timely and strategic responses to the Executive Branch, OIG and PIO

### **QUALIFICATIONS**

- Master's Degree in Finance, Real Estate, City Planning/Public Policy or related field preferred by not required
- 10+ years' relevant experience.
- Proven track record of expertise in state and federal housing and community and economic development programs and all relevant governmental regulations.
- Excellent analytical, organization, management and communication skills essential.
- Positive, pragmatic approach to problem resolution.
- Demonstrated ability and willingness to be part of a team.

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***

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

**Applicants must include resume and cover letter**