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!

Program Manager

New York, NY

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.
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Position Summary

The Project Manager for HCR's Starter Homes Initiative 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 Program Manager will support the Director in the coordination and management of the new Starter Homes Initiative. This is an exciting role for an innovator to support advances in off-site construction to further homeownership opportunities for New Yorkers. The position will entail research and outreach to designers, manufacturers, and other professionals working to advance technologies and processes that improve efficiency, scalability, and the economics of off-site construction. At the same time, the Program Manager will support the design of programs to bring together these opportunities with funding and technical assistance to municipalities and organizations seeking to implement new Starter Home developments.

- Research topics and opportunities related to off-site construction and help develop program strategies
- Prepare requests for proposals and associated procurements and solicitations for designers, manufacturers, and municipal and non-profit awardees

- Assist Director in performing due diligence in the loan and grant underwriting processes.
- 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.
- Collaborate with lenders and other municipal and state agencies.
- Assist with loan closing and servicing where needed– 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 at least 3-5 years of experience in a real estate development finance, program or project management role, preferably with a focus on homeownership. Master's degree in architecture, 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.

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
- Opportunity for compressed/flextime scheduling

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- As a New York State employee, you may qualify to participate in the Federal Public Service Loan Forgiveness Program (PSLF). The PSLF Program forgives the remaining balance on your Direct Loans after you have made 120 qualifying monthly payments under an accepted repayment plan and while working full-time for an eligible employer.

Additional SONYMA/HFA/AHC Benefits:

- Cash in for Wellness! This program provides you with the option of buying or renewing a health club membership of your choice or enrolling in a weight loss and or smoking cessation program, using your sick leave accruals.
- Tuition reimbursement program – for job related and non-job related courses
- Vacation Leave Buy-Back program – Subject to approval, every year eligible employees may exchange previously earned and accrued vacation time in return for cash compensation (at employee's daily rate of pay at time of exchange)
- Access to Plum Benefits – savings on movie tickets, theme parks, hotels, tours, Broadway shows and more!
- Optical reimbursement program – Employees are eligible for optical, hearing aid, and podiatric expenses not otherwise covered by insurance, with a maximum aggregate amount of $650 per year, per family. Unused yearly balances may be carried over to the next year for a maximum of $1300

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.

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
New York State is an Equal Opportunity Employer (EOE)