

# Executive Director of Homeownership Initiatives for the Division of Property Disposition and Finance

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## **About the Agency:**

The New York City Department of Housing Preservation and Development (HPD) is the nation's largest municipal housing preservation and development agency. Its mission is to promote quality housing and diverse, thriving neighborhoods for New Yorkers through loan and development programs for new affordable housing, preservation of the affordability of the existing housing stock, enforcement of housing quality standards, and educational programs for tenants and building owners. HPD is tasked with fulfilling Mayor de Blasio's Housing New York Plan which was recently expanded and accelerated through Housing New York 2.0 to complete the initial goal of 200,000 homes two years ahead of schedule by 2022, and achieve an additional 100,000 homes over the following four years, for a total of 300,000 homes by 2026.

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## **Your Team:**

The Division of Property Disposition and Finance leads the agency's effort to designate qualified sponsors to acquire and/or rehabilitate property owned by the City of New York ("City") or recently tax-foreclosed, to produce and preserve affordable rental and homeownership opportunities, and to finance the repair of certain properties.

The Division of Property Disposition and Finance is composed of a number of programs: Affordable Neighborhood Cooperative Program (ANCP), Multi-family Preservation Loan Program (MPLP), Third Party Transfer (TPT), Community Restoration Fund (CRF), Basement Apartment Conversion Pilot Program, Small Homes Rehab NYCHA, Project HELP, and HomeFix- which facilitate the rehabilitation and preservation of public and privately-owned multifamily and 1-4 family buildings throughout New York City.

## **Your Impact:**

As the Executive Director of Homeownership Initiatives for the Division of Property Disposition and Finance, you will lead the reorganizing & expansion of the repair loan programs and lead the homeownership team to develop new homeownership opportunities to meet the needs of New York City today. The role will provide oversight and support to all aspects of the homeownership, repair loan and distressed mortgage note purchase programs.

## **Your Role:**

Your role will be to take a broad and cohesive look at HPD's homeownership-related programs for primarily 1-4 family homes. These include programs that provide funds for qualifying homeowners to make repairs in their homes ( HomeFix and Project HELP) as well as programs that fund the rehabilitation and preservation of existing 1-4 unit properties to create new and existing affordable homeownership opportunities (Small Homes Rehab NYCHA and Community Restoration Fund). You will manage recent homeownership ventures and initiatives within the Office of Development. You will manage the homeownership team and collaborate with other divisions to create opportunities for the production and preservation of affordable homeownership. As Executive Director, you will also create a network of communication among homeownership initiatives within the agency, sponsors and programs outside of the agency.

## **Your Responsibilities:**

The ideal candidate is a creative, analytical, solutions-oriented professional that will look critically at existing programs and determine pathways to update these programs and expand their impact. The Executive Director will work closely with the other homeownership program directors to create and find opportunities to collaborate and build upon existing programs. The Executive Director will drive policy as it relates to homeownership initiatives for New York City. When possible, the Executive Director may create new programs or establish new funding mechanisms related to homeownership and preservation of affordable homeownership.

There will be significant contact with not-for-profit partners, developers and affordable housing lenders. The Executive Director will define and negotiate the business and legal terms of their programs. The Executive Director is expected to

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prepare and maintain written standard operating procedures, correspondence, documents, reports, and files regarding all assigned projects.

Primary responsibilities will include, but not be limited to:

#### Overview

- In collaboration with the Assistant Commissioner, overseeing the development and implementation of homeownership programs to meet the goals of Housing New York and other initiatives;
- Improving the agency's ability to serve the 1-4 family housing stock of New York City with a keen eye towards standard operating procedures to achieve operational efficiency, as it relates to homeownership;
- In collaboration with Directors/Deputy Directors, managing the development pipeline for the homeownership financing programs and ensuring timely, high-quality closings, completions, and conversions of projects. Assist the Directors/Deputy Directors and their teams to proactively manage projects, troubleshoot, make appropriate recommendations, and ensure all necessary approvals;
- Managing special projects, including development and implementation of homeownership and homeowner assistance initiatives and strategies;
- Communicating with elected officials, other City agencies, homeowners, developers, lenders, community groups and other stakeholders as necessary, including presenting program materials at interagency meetings, meetings with elected officials and community meetings;
- Representing the Assistant Commissioner on behalf of the agency at internal and external meetings;
- Collaborate with other HPD divisions to achieve agency goals as they relate to homeownership.

#### Program Oversight and Policy

- Managing and directing staff, including establishing appropriate productivity measures; supporting staff in achieving programmatic and agency goals, promoting collaboration among staff, promoting high achievement, overseeing staff in their performance of their responsibilities, and evaluating staff;
- Develop and maintain standard operating procedures to ensure compliance and efficiency
- Engaging in and leading programmatic policy discussions;
- Identify opportunities to train and build out expertise of program staff;
- Reviewing legal documents with a keen eye on accuracy and intended deed terms;
- Overseeing construction requisition processes and performance;
- Reviewing and analyzing mortgage notes, regulatory agreements, other related documents requiring understanding and applying of complex regulations, and project proposal materials and loan documents prepared by program staff;
- Managing administrative functions such as budget forecasting, setting productivity goals, tracking/reporting and compliance;

#### **Preferred skills**

- Candidates should have strong managerial and leadership experience, a record of achieving results in a fast-paced environment, experience managing programs as well as seeking ways to improve programs and procedures, Candidates must able to assess situations and persuade with concise specific solutions and have the ability to coordinate and troubleshoot concerns with internal and external partners
- Candidates must demonstrate strong verbal and written communication skills;
- Candidates must have strong financial analysis skills including financial modeling and financial statement analysis, be detail-oriented, self-motivated, be able to manage multiple projects and meet deadlines;
- Prior experience working with homeownership programs;
- Knowledge of housing development/lending and knowledge of HPD development programs
- Demonstrated analytical skills, and ability to work effectively with others to obtain results promptly;
- Knowledge of NYC government and housing issues;
- Significant experience with housing finance, real estate underwriting and financial feasibility analysis;
- Excellent analytical, quantitative and research skills;
- Excellent interpersonal skills;
- Ability to perform complex tasks with limited supervision;
- Excellent written and verbal communication skills;
- Strong facility with Microsoft Word, Excel & Powerpoint.

#### Minimum Qualification Requirements

1. A baccalaureate degree from an accredited college or university and six years of full-time, satisfactory professional experience in planning, analysis, finance, coordination and/or development of housing projects or programs; or

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2. Graduate study from an accredited college or university in the field of urban studies, city planning, real estate development, public administration, public policy, finance, may be substituted for up to one year of the required experience on the basis of 30 credits for one year.

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**How to Apply:**

Please go online and apply at [www.nyc.gov/careers](http://www.nyc.gov/careers) . Search for **JOB ID# 423235**

City Employees: Apply through the Employee Self Service portal (ESS) at [www.nyc.gov/ess](http://www.nyc.gov/ess). Search for **JOB ID# 423235**

**Salary range for this position is:**

**NOTE:** Only those candidates under consideration will be contacted.

**NYC residency**