



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!

Vice President, SONYMA Single Family Programs **(New York City)**

New York State Homes and Community Renewal (HCR) fosters the creation and preservation of high quality affordable housing, while working strategically to revitalize neighborhoods and communities throughout the Empire State. Under the leadership of Governor Andrew M. Cuomo 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, architecture, 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.

The **State of New York Mortgage Agency (SONYMA)** is one of several HCR agencies. SONYMA's programs provide mortgage financing to assist low- to moderate-income, first-time homebuyers in the purchase of a one-to-four unit residences that are required to meet eligibility criteria established by the Agency and by applicable Federal law. This position will report to the Single Family Programs unit of SONYMA. The Single Family unit reports to HCR's Office of Finance & Development described below.

Position Summary:

The Vice President is a senior level position within the State of New York Mortgage Agency, a public authority within the NY state housing agency, Homes and Community Renewal.

SONYMA's mission is to provide New Yorkers with access to affordable homeownership, with a particular focus on serving first time home buyers and families who are considered low and moderate income.

SONYMA is also focused on building out new programs that address gaps in the credit market as it relates to homeownership. Recent examples of new programs include an acquisition/rehabilitation loan product to connect homebuyers to vacant property, a new program that allows SONYMA to acquire "non-performing loans" from banks and or GSEs in order to provide principal reduction and other foreclosure mitigation options, and a new program that allows us to make affordable mortgages to families who live in manufactured homes located on leased land (aka mobile home parks) .



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The Vice President position requires a visionary leader with a deep understanding of the single-family mortgage space, and a person who is skilled at creating and managing efficient, streamlined systems that increase productivity without sacrificing quality.

The VP will manage three direct Assistant Vice Presidents who collectively manage a team of 18.

Essential Duties / Responsibilities:

The primary responsibilities of the position will be to:

- Support the Senior Vice President of SONYMA in the day-to-day and long-term operations of the organization, including identifying areas where the Vice President can assume some of the work load currently carried by the SVP.
- Manage the AVP of originations, post-closing, and servicing units and ensure that these direct reports are effectively managing their teams.
- Identifying innovative areas in the NY homeownership market where SONYMA can make a significant impact. Help to design and implement the roll out of these programs in collaboration with SONYMA senior leadership.
- Manage the department's systems' needs. Work with the Information Technology Unit, facilities management, and external software vendors to troubleshoot problems, recommend changes, and test such changes.
- Manage the department's internal controls and Disaster Recovery testing processes. Identify weakness in our current systems and propose plans for process improvements.
- Maintain and update all guideline documents, forms, training documents and procedures, both internal and external.
- Process all lender application packages, organizational changes, and annual lender recertifications.
- Oversee operation of 800 line to ensure adequate call coverage and accurate communication of SONYMA guidelines, minimize wait times and proper delivery of post-conversation communication.
- Generate and prepare reports as required by statute, policy, or external sources.
- Facilitate Employee Advisory Council meetings semi-annually and oversee monthly sub-committee meetings.
- Other related duties as needed.

Requirements/Qualifications:

The requirements listed below are representative of the knowledge, skill, and/or ability required for this position:

- Bachelor's Degree in Business preferred.
- Minimum 10 years of experience in the residential mortgage/housing industry. Prior experience in mortgage originations and servicing must be extensive.



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- Extensive knowledge of all facets of the mortgage industry including the requirements of SONYMA, Fannie Mae, Freddie Mac, and FHA.
- Intermediate knowledge of mortgage lending consumer protection rules and regulations including: Truth-in-Lending Act, Real Estate Settlement Procedures Act, Equal Credit Opportunity Act, Home Mortgage Disclosure Act, Fair Lending, etc.
- Minimum 5 years managerial experience.
- Excellent verbal and written communication skills.
- Strong project and time management skills.
- Strong analytical skills and attention to detail.
- Extensive computer skills.
- Exposure to bond finance a plus.

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.

TO APPLY, please send resume and cover letter to: jobopportunities@nyshcr.org

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