



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!

AVP – Business Development Officer, Western NY 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 Business Development Officer 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 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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This position requires the ability to develop and maintain business relationships between SONYMA and its participating lenders, realtors, builders, non-profit housing agencies, and potential homebuyers, by offering training, planning events, assisting with loan scenarios and loan delivery, and attending public events to raise awareness of the program. The territory covers Western NY to Syracuse and requires regular travel throughout the area.

The AVP will report directly to the Senior Vice President of Single Family Programs, and work with 2 other Business Development Officers covering different areas of the state.

Essential Duties / Responsibilities:

The primary responsibilities of the position will be to:

- Identify prospective new SONYMA participating lenders and work to guide them through the application process, onboard them, and provide technical training to their staff.
- Manage existing relationships by providing assistance and training on products, process, policies, procedures, and systems, and developing annual account-level goals to work toward with each partner.
- Participation in seminars, trade shows, workshops, and conferences as a representative of SONYMA
- Work with the Business Development team to develop effective training tools for training lender, nonprofit and realtor partners, and to raise awareness of SONYMA programs among New Yorkers.
- Work closely with the Senior Vice President, Vice President, other Business Development Officers and Unit Managers of the Single Family Division to identify and resolve programmatic and transactional issues and to assist in communicating and training on any resulting guideline or policy changes.
- Work with the SONYMA Advisory Council, attending 2 annual meetings in New York City, and acting as Staff Liaison for the Process Committee with monthly conference calls.
- Become proficient in the SONYMA Express system and provide regular support to users throughout the state.
- Perform inspections of foreclosed properties or other distressed properties as necessary.
- Create an annual business plan with the Senior Vice President, to accomplish regional goals for growth and provide management regular reports detailing business activity, contacts, goals, business efforts and results relative to achieving the goals set forth in the business plan. Work time to include travel to and from sales calls will be 37.5 hours per week. Given the various demands and responsibilities of the position hours may not coincide with the traditional 9:00 to 5:00 business day. Additional hours may be required if necessary.

Requirements/Qualifications:

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

- A college degree in business administration, marketing or communications is desired but not necessary. As alternative to a college degree candidate should possess sufficient experience and skills in a professional environment, such as professional training and certificate programs.
- Candidate must have excellent communication and interpersonal skills, be able to write, speak



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publicly and present ideas in an intelligent and articulate manner. Employee must be able to work independent of direct supervision, demonstrate self-initiative, and a strong work ethic. Employee must be able to organize their time and manage their workload and calendar in such a way as to meet goals and productivity expectations of the position.

- Candidate must have a minimum of five years of work experience in the mortgage lending industry preferably in business relationship, marketing or customer service. Must possess a high degree of knowledge of SONYMA products. Knowledge of FHA, Fannie Mae, Freddie Mac, VA, and USDA programs helpful as well.
- Candidate must live in their territory and must have the ability to work from his/her home, use own vehicle for travel and be able to periodically travel overnight.

This job description is not intended to be all inclusive and employee will be expected to perform other reasonably related 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.

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

New York State is an Equal Opportunity Employer (EOE)