

Deputy Director of Intake and Underwriting for the Division of Special Needs Housing **Temporary Position**

About the Agency:

The New York City Department of Housing Preservation Development (HPD) promotes quality and affordability in the city's housing, and diversity and strength in the city's neighborhoods because every New Yorker deserves a safe, affordable place to live in a neighborhood they love.

- We maintain building and resident safety and health
- We create opportunities for New Yorkers through housing affordability
- We engage New Yorkers to build and sustain neighborhood strength and diversity.

HPD is entrusted with fulfilling these objectives through the goals and strategies of "Housing Our Neighbors: A Blueprint for Housing and Homelessness," Mayor Adams' comprehensive housing framework. To support this important work, the administration has committed \$5 billion in new capital funding, bringing the 10-year planned investment in housing to \$22 billion—the largest in the city's history. This investment, coupled with a commitment to reduce administrative and regulatory barriers, is a multi-pronged strategy to tackle New York City's complex housing crisis, by addressing homelessness and housing instability, promoting economic stability and mobility, increasing homeownership opportunities, improving health and safety, and increasing opportunities for equitable growth.

Your Team:

The Office of Development (OOD) leads the agency's effort to create and preserve affordable housing as a critical part of [Housing Our Neighbors: A Blueprint for Housing and Homelessness](#) in collaboration with other HPD offices as well as other city, state and federal agencies. The OOD is comprised of seven divisions that administer a range of programs. These divisions include New Construction Finance, Special Needs Housing, Building and Land Development Services (BLDS), Homeownership Opportunities and Preservation, Preservation Finance, Compliance and Enforcement and Housing Incentives.

The Division of Special Needs Housing (DSNH), within the Office of Development, administers three loan programs/initiatives: the Supportive Housing Loan Program (SHLP), the Senior Affordable Rental Apartments (SARA) program, and Homeless Housing Strategic Initiatives (HHSI).

Your Impact:

HPD's Supportive Housing Loan Program (SHLP) makes loans to non-profit and for-profit developers of permanent supportive housing with on-site social services. Projects developed with SHLP funding must provide 60% of units for homeless, disabled individuals or homeless families with a disabled head-of-household. The remaining 40% can be rented to households from the community earning up to 60% of the Area Median Income.

The Senior Affordable Rental Apartments (SARA) Program provides gap financing in the form of low interest loans to support the construction and renovation of affordable housing for seniors, 62+ years in age, with low incomes.

Homeless Housing Strategic Initiatives partners with DHS and other City Agencies on various homeless housing development initiatives including clusters conversion initiative, development of co-located permanent affordable housing with DHS shelters, and other develop opportunities.

Your Role:

As the Deputy Director of Intake and Underwriting, under general supervision of the Assistant Commissioner and Directors, will lead underwriting analysis for new project proposals, model potential development scenarios for city-owned sites, lead RFP reviews, and perform financial analysis to assess policy proposals and other special projects, as needed. The Deputy Director may be called upon to oversee a limited number of closings depending on the needs of the team.

The Department of Housing Preservation & Development and the City of New York is an equal opportunity employer.

Your Responsibilities:

- Performing feasibility analyses and making recommendations on project proposals for privately-owned sites;
- Evaluating project costs, land valuation, loan terms, affordability levels, etc.;
- Modeling potential development scenarios for city-owned sites in advance of issuing Requests for Proposals;
- Reviewing and scoring the financial feasibility of responses to Requests for Proposals for city-owned sites;
- Analyzing, evaluating, and improving underwriting standards and policies for the Programs;
- Developing spreadsheet models, tools, and templates for one-off analyses of proposals/policies and/or for use by project managers and other staff;
- Conducting financial analyses or developing underwriting models to assist in the review and modification of agency policies;
- Assisting with construction workouts, where financial analysis is required;
- Undertaking the review of critical special projects/initiatives;
- Overseeing closings on an as needed basis.

Minimum Qualification Requirements

1. A baccalaureate degree from an accredited college or university and two years of full-time, satisfactory professional experience in planning, analysis, coordination and/or development of housing projects or programs; or
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, community organization, architecture, or urban design, may be substituted for up to one year of the required experience on the basis of 30 credits for one year

However, all candidates must have at least a baccalaureate degree and one year of the experience described in "1" above.

Preferred skills

- Demonstrate understanding of real estate development process, including pre-development, closing and construction.
- Background in or knowledge of real estate finance and underwriting.
- Advanced experience utilizing and developing complex Excel spreadsheets and presentation software is strongly preferred.
- Preference will be given to candidates with experience working for or working with government agencies and government programs related to affordable housing development.
- Candidates must have excellent verbal and written communication and strong interpersonal skills, strong analytical, organizational, and quantitative skills.
- Demonstrate ability to meet deadlines and manage multiple projects in a timely manner and to be a team player.
- Candidates with Masters in Urban Planning, Real Estate Finance, Business Administration, Public Administration or related fields are strongly preferred.

How to Apply:

Please email resume and cover letter to: JobsSNH@hpd.nyc.gov

Salary range for this position is: approximately \$100,000 annual salary (based on a 35 hour work week with a required unpaid lunch)

NOTE: Please note that this is a temp position that is expected to conclude approximately 12 months from hire date. Please note that due to this being a Temporary Employment Position we are unable to sponsor candidates that require visa support.

Work Location: 100 Gold Street, New York, NY