



Federal Home Loan Bank
NEW YORK

Position Description

FEDERAL HOME LOAN BANK OF NEW YORK

Position Title: Senior Manager

Group/Division: AHP Operations

Level: Officer

Salaried Exempt/
Hourly Non-
Exempt: Salaried Exempt

Effective Date: August 2016

Requirements:

Education – Masters Degree or pertinent professional certification(s) preferred.

Skills – Excellent analytical, problem solving, organizational and communication skills (both oral and written), leadership/ability to manage people, confident decision making skills. Must be a team player and a hands-on, roll-up-your-sleeves manager with ability to run a multi-faceted workload.

Experience – A minimum of 7 to 10 years of experience in real estate finance focused on commercial/multifamily underwriting, loan administration, construction financing and loan administration. Experienced in Affordable Housing and Community Development-related projects and working with public and private funding sources.

Reporting

Relationship: Reports to the Director of Collateral and Affordable Housing Services

Supervisory

Scope: Responsible for the supervision of the Affordable Housing Operations staff.

Function:

- * Manage the operation of the Bank's Affordable Housing Program ("AHP"), to ensure compliance with federal regulations, program policies and Bank procedures.
- * Assist in the implementation of the Bank's mission through providing programs and services to support Bank members, housing organizations and related government entities in the areas of affordable housing and community / economic development.

Essential Duties:

- Manage the operation of the Bank's Affordable Housing Program, including:
 - Develop policies and procedures that enhance the effectiveness and efficiency of the Bank's Affordable Housing Program. Establish and maintain appropriately detailed operational procedures and desktop guidelines to provide the necessary guidance and ensure consistency of business process application by staff.
 - Conduct process enhancement assessments and institute appropriate changes, including process streamlining and process automation, to ensure an efficient operation that is responsive to member/sponsor needs and is fully compliant with FHFA regulations and Bank policies and procedures.
 - Manage the review, scoring, ranking, and recommending of AHP applications for approval by the Bank's Board of Directors, ensuring compliance with FHFA regulations, Bank policies and guidelines.
 - Evaluate and authorize AHP disbursement requests from customer institutions and AHP project modification requests. Ensure operational processes are effective, well documented and in compliance with all regulatory requirements.
 - Ensure that appropriate analytical rigor is applied to project application reviews; AHP award disbursement requests; project modifications; and completion of initial monitoring assessments.
 - Oversee the long term monitoring of funded AHP projects and project occupants in order to ensure their continued eligibility and compliance with AHP regulations and guidelines.
 - Oversee the AHP Watch List including identification of potential Watch List projects and entities as well as resolution of issues.
 - Manage the system and documentation maintenance of all AHP commitments.
 - Resolve any possible events of non-compliance that are identified during the AHP life cycle and, if necessary, institute recapture/de-obligation procedures in cases where AHP funds have not been utilized in accordance with program regulations.
 - Determine when appropriate and perform project site visits and on-site project audits.
 - Conduct in-person and or conference call meetings with project sponsors to resolve issues, communicate responsibilities and expectations to ensure that AHP funds are properly disbursed in a timely manner.
 - Ensure that all communications to members and sponsors are clear, accurate and timely.
- Oversee market analysis and research efforts aimed at ensuring the Bank's AHP meets the needs of the FHLBNY District.
- Oversee the design, creation, UAT and implementation of departmental spreadsheets and vendor developed tools.

- Serve as the one of the key contacts for the Bank's Housing Committee of the Board, Affordable Housing Advisory Council, Federal Housing Finance Board, peers at other FHLBanks, related government agencies and housing organizations.
- Co-lead the review and updating of the Bank's annual AHP Implementation Plan and recommendation of any changes to the Bank's Board of Directors.
- Co-lead the preparation of the Bank's Community Lending Plan and Affordable Housing Advisory Council Annual Report as required by regulation.
- Manage the reporting of program data to the Federal Housing Finance Board.
- Manage the internal reporting requirements including reconciliations, requests for project data, etc.
- Assist in the Congressional / public relations efforts by the Bank.
- Provide guidance and technical assistance to members, housing organizations and other interested parties that reinforce the Bank's role as a significant provider of financial and support services in the areas of affordable housing, community / economic development and CRA.
- Participate in outreach activities to promote and educate members and non-profit/for-profit affordable housing developers. Represent the Bank at affordable housing-related events, conferences, etc.
- Master knowledge of federal regulations governing the AHP, internal procedures affecting the AHP, and the Bank's Risk and Credit Policies.

Other Duties:

- * Assume additional responsibilities as assigned.

Key Relationships:

Internal: Primary contacts are with Senior Management, Bank Relations, Sales & Marketing, Systems Development and management throughout the Bank. Contact with the Bank's Board of Directors at least quarterly.

External: Frequent contact with Federal Housing Finance Board, Bank's Affordable Housing Advisory Council, FHLBank Community Investment Officers, customer institutions, Community Reinvestment Act ("CRA") officers, housing organizations, non-profit and for-profit developers of affordable housing, community groups, government agencies, public officials, private sector housing consultants, and attorneys.