

# Deputy Director of Stakeholder Engagement for the Division of Tenant Resources

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## About the Agency:

The NYC Department 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.

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## Job Description:

The Division of Tenant Resources (DTR) in the Office of Financial Management administers the fifth largest Section 8 program in the nation, serving approximately 40,000 households. The primary program administered by the Division is the federal Section 8 rent subsidy program funded and monitored by the Department of Housing and Urban Development (HUD). DTR also administers several other rent subsidy programs such as the Shelter Plus Care and Moderate Rehab Programs. Under the supervision of the Director of Policy and Regulatory Compliance in DTR, the selected candidate will be responsible for developing and overseeing a stakeholder advisory board for the Section 8 program administered by DTR, writing grant applications, editing public facing forms and drafting operational and policy training materials for DTR staff.

The Deputy Director of Stakeholder Engagement, with support and supervision, will be responsible for coordinating the development of a stakeholder advisory board which will represent key stakeholders, including participants and owners, in HPD's Section 8 program; this will include soliciting input from DTR leadership and consultants and drafting advisory board member responsibilities, meeting frequency and meeting agendas. The Deputy Director will be responsible for monitoring HUD's funding opportunities and coordinating the development of grant applications, within HPD and with partnering agencies, within the required timeframe, and update HPD's annual Public Housing Agency Plan for public review and submission to HUD. Finally, the Deputy Director will coordinate development of staff and owner newsletters, and review and revise DTR forms and notices for clarity, accessibility and transparency as part of the Division's streamlining efforts to improve the staff, client and owner experience. The selected candidate will work with the Policy team to develop training material and presentation to implement policy and procedure changes that result from audits and policy changes that affect program operations, as well as handling special projects as directed.

## Preferred Skills:

- A baccalaureate degree from an accredited college and three years of full-time, satisfactory professional experience in development, appraisal, financing, negotiation, or disposition of real estate, or in real estate law, or in urban planning or analytical or coordination work relating to housing programs, **or** a four year high school diploma or its educational equivalent and seven years of full-time satisfactory experience as described in "1" above; **or** education and/or experience which is equivalent to "1" or "2" above. Graduate study in the field of urban studies, city planning, business or public administration, finance, architecture, engineering or other related fields may be substituted for up to one year of the required experience on the basis of 30 credits equaling one year of experience. Graduation from an accredited law

school may be substituted for one year of the required experience. However, all candidates must have at least two years of experience as described above. Graduate degree preferred.

- Excellent communication skills (both written and oral)
- Strong analytical and research skills
- Strong organizational skills and attention to detail
- Knowledge of Microsoft Office Suite
- Ability to work independently and as part of a team
- Ability to translate analyses into written products

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### How to Apply:

Please go online and apply at <http://www.nyc.gov/careers> . Search for **JOB ID# 591622**

City Employees: Apply through the Employee Self Service portal (ESS) at [www.nyc.gov/ess](http://www.nyc.gov/ess). Search for **JOB ID# 591622**

**Salary range for this position is: \$84,451**

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

**NYC residency required**