



STRATEGY • LEADERSHIP • SOLUTIONS

**POSITION ANNOUNCEMENT
COMMUNITY DEVELOPMENT DIRECTOR
MINNESOTA HOUSING PARTNERSHIP**

ORGANIZATIONAL OVERVIEW

Minnesota Housing Partnership is a 501(c)(3) nonprofit that advocates for equitable housing policy, conducts research to inform housing solutions, and delivers community development services throughout the United States. The organization's mission is to expand housing and community development opportunity for those most impacted by economic and racial disparities by leading collaborative work to promote system change and grow equitable development capacity. The Community Development department, in particular, works directly with communities, regions, and organizations to achieve the community's current and future housing and development goals. Most of the work is in rural America, and over three-fourths are outside the state of Minnesota. The organization has an overall budget of \$3 million and a staff of 20. The total number of staff in the Community Development function is 9.

PRIMARY AREAS OF RESPONSIBILITY

Reporting to MHP's Executive Director, the Community Development Director (Director) is a member of the senior leadership team at MHP and contributes to overall organization strategy in addition to managing the Community Development Function. Reporting to the Director are the Deputy Director and XX Manager positions (two of which are in the process of being filled along with the Director role). The primary responsibilities are:

- **Strategic Leadership:** Provide vision and direction to guide MHP's Community Development department; Provide leadership in the strategy and management of MHP's capacity building, technical, and financial assistance: Direct and manage the administration of multiple federal, state, and private grants and contracts; Ensure business model is regularly reviewed, adequately staffed, producing sustainable revenues, and receiving sufficient philanthropic support; Lead the department's work in integrating race equity goals and outcomes into every aspect of its work.
- **Financial Planning and Marketing:** Drive the vision and business model that positions MHP's Community Development department to compete, secure national and philanthropic contracts, excel and grow its brand nationally; Secure outside, private consulting contracts as needed, to meet financial goals; Assist in the preparation of federal grant proposals, determining budget and work plan outcomes.
- **Operational Planning and Leadership:** Provide critical leadership for the organization as part of the Executive Leadership Team, specifically driving key organize-wide initiatives and activities: the planning, creation, implementation, and accountability to outcomes related to strategic planning; Coordinate staff meetings and content that supports cross-department collaboration, team building, and positive culture.
- **Relationship Management:** Recruit, develop, and manage a team of highly qualified community development staff and MHP network partners to deliver federally regulated technical assistance (TA) and capacity building; Establish and maintain communications with federal, state, and philanthropic funders and promote MHP as a national TA Provider with a variety of stakeholders; Actively champion the department's Race Equity Strategic Action Plan to increase the number of TA work plans that generate equitable outcomes.

DESIRED QUALIFICATIONS

Education

- Bachelor's Degree in business or public administration, housing management, non-profit administration, public policy, urban/regional planning or related field. Master's degree preferred.
- National Development Council/Housing Development Finance coursework; certifications preferred.

Experience

- Ten years' demonstrated experience in housing, community development, economic development, planning, or related field. Experience with Native American and rural communities strongly preferred.
- Eight years' experience in nonprofit management/operations.
- Successful track record recruiting, hiring, managing, conducting performance reviews, managing turnover, and developing individuals and teams.
- Extensive knowledge and experience working with federal, state, and local government entities as well as community collaborative partners on housing, economic development, community development, and workforce housing.
- Knowledge of and ability to effectively work within applicable laws, regulations, policies, procedures, current literature, trends, and developments in community/affordable housing development and planning with a focus on under-served, rural and Native communities.
- Knowledge of and ability to effectively deploy various grants, programs, and regulatory guidance: USDA, HUD, CDBG, ICDBG, CoC, MHFA, EDA, BIA and OMB circulars.
- Strong project management skills to guide complex projects.
- Strong contract and budget management skills.
- Flexibility and adaptability to accommodate short deadlines and a fast-paced environment.
- Effective public speaking, interpersonal, written, and oral communication skills.
- Intermediate to advanced skills in Microsoft Office Suite, CRM applications, databases, SharePoint, and other cloud functionality.

Other

- Proximity to a major airport (25-40 percent travel required).

COMPENSATION

The salary range for this position is \$115K-\$135K and is commensurate with experience and qualifications. In addition, MHP offers a competitive comprehensive benefits package.

TO APPLY

MHP is committed to social, racial, gender, and economic justice and strongly encourages women, veterans, persons with disabilities, and individuals who identify as BIPOC or LGBTQ to apply. The organization will begin reviewing applications August 15, 2022. Cincinnatus invites interested candidates to send an electronic letter of introduction and résumé to brad@cincinnatus.com, or a hard copy to Employment, Cincinnatus, 1041 Grand Avenue, PMB 229, Saint Paul, MN 55105.