



**POSITION ANNOUNCEMENT  
COMMUNITY DEVELOPMENT MANAGER  
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 rural communities and organizations to achieve the community's 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 Community Development Director, the Community Development Manager (Manager) leads capacity building work plans, facilitates Housing and Native Institute teams, and coordinate the work of other staff, sub-recipients, and contractors in order to advance economic, community, and affordable housing development for rural and Native Communities. The Manager also promotes and markets MHP overall and the Community Development department's work specifically. Finally, the Manager mentors staff with less experience. The primary responsibilities are:

- **Consultative Management:** Lead consulting engagements with rural and Native communities; Help community leaders identify and address housing and community development needs; Lead and implement work plans in the areas of community development and affordable housing development; Provide capacity building and technical assistance to Native and non-Native communities, governments, and non-profit organizations.
- **Operational Management:** Lead improvements in processes, systems, and tools that support federal grant and work plan implementation, tracking, and reporting; Track and identify key indicators for federal grant and work plan goals and compliance; Onboard, train, coach and supervise Community Development Officers and Associates staff; Identify and deploy ongoing professional development plans for individual staff and the team; Ensure daily work supports MHP's race equity goals.
- **Project Management:** Develop and implement scopes of work, work plans and budgets; oversee consultant contracts, subrecipient contracts and implementation of work; Research, analyze, interpret, and convey policy and regulatory guidance in the context of devising options/solutions that work for rural and Native communities: Participate in grant applications, Action Plan development, and periodic progress reviews.
- **Relationship Management:** Provide Native Community Development Institute (NCDI) and Housing Institute team support—focused on defining team goals, understanding local needs, and assisting in the successful implementation of community and affordable housing development projects; Strategize and collaborate closely with other capacity building staff on assignments, including budgets, timelines, recipient needs, contractor deployment, compliance requirements, and outcomes.

## **DESIRED QUALIFICATIONS**

### *Education*

- Bachelor's degree in community development or planning, public administration or housing. Master's degree preferred. Focus on Native American or rural communities a plus.
- National Development Council/Housing Development Finance coursework; certifications preferred. Certifications from federal (HUD, USDA) and state programs a plus.

### *Experience*

- Five years' community development experience with Native and rural communities implementing Federal and State programs and within statutory guidelines.
- Three years' experience in project management.
- Strong knowledge of 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.
- Strong project management skills – planning, coordinating, monitoring, tracking and leading internal teams and external contractors on multiple, simultaneous projects; related contract and budget management skills.
- Knowledge of various grants, programs, and regulatory guidance: USDA, HUD, CDBG, ICDBG, CoC, MHFA, EDA, BIA and OMB circulars.
- Strong skills in research, analysis, interpretation, and presentation of data.
- Flexibility and adaptability to accommodate short deadlines and a fast-paced environment.
- Effective public speaking, interpersonal, written, and oral communication skills.
- Intermediate 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 \$75-\$100K 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](mailto:brad@cincinnatus.com), or a hard copy to Employment, Cincinnatus, 1041 Grand Avenue, PMB 229, Saint Paul, MN 55105.