Job Description

Job Title: Community Development Manager
Salary: $65,000 – $95,000 DOQ
Department: Community Development
Application Deadline: March 29, 2021
Reports to: Community Development Director

Job Purpose:
Lead capacity-building work plans, facilitate 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. Promote and market MHP overall and Community Development specifically. Provide mentorship to staff with less experience. This is a national search. The successful candidate will not be required to reside in Minnesota.

Job Duties & Responsibilities:
• Lead and implement work plans in the areas of community development and affordable housing development, providing capacity building and technical assistance to Native and non-Native communities, governments, and non-profit organizations throughout the State of Minnesota and nationally.
• Assist in the development of programs and projects with communities, including creating and analyzing project development budgets and pro-formas and applying federal and state regulatory requirements.
• 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.
• 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.
• Actively and positively engage with team responsibilities and organizational responsibilities that further our shared work, understanding, and organizational health.
• Actively engage in the deployment of the department’s Race Equity Strategic Action Plan to increase the number of technical assistance (TA) work plans that generate equitable outcomes.
• Act as a mentor to staff with less experience; seek meaningful and work plan appropriate opportunities for their engagement.
• Coordinate with Communications/Research and Policy departments to identify collaboration opportunities and support marketing and outreach efforts.
• Represent MHP at conferences, convenings, and other public engagements.

Qualifications:
• Minimum of five years’ community development experience with Native and rural communities implementing Federal and State programs and within statutory guidelines.
• Minimum of three years’ project management experience.
• Degree in community development or planning, public administration or housing preferred. Focus on Native American or rural communities a plus.
• National Development Council Housing Development Finance course work; certifications preferred.
• Certifications from federal (HUD, USDA) and state programs a plus.

KSA: (knowledge, skills, and abilities)
• Advanced program knowledge of various grants, programs, and regulatory guidance: USDA, HUD, CDBG, ICDBG, CoC, MHFA, EDA, BIA, and OMB circulars.
• Strong knowledge of applicable laws, regulations, policies, procedures, current literature, and 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.
• Strong skills in research, analysis, interpretation, and presentation of data.
• Ability to be flexible and adapt to short deadlines and a fast-paced environment.
• Effective public speaking, interpersonal, written, and oral communication skills.
• Intermediate skills in MS Office Suite, CRM applications, databases, SharePoint and other cloud functionality.

Licenses and/or Certifications:
National Development Council Housing Development Finance course work; certifications preferred.

Direct Reports:
None.

APPLY NOW!
MHP offers a dynamic, collaborative, and flexible work environment, where we value work - life balance, and offer a competitive salary and benefits package. Please submit a cover letter (required) detailing your experience working with Native communities with your resume to HR@mhponline.org by March 29, 2021.