A trusted expert and leading advocate, Minnesota Housing Partnership has played a key role in advancing affordable housing and community development for more than three decades.

**Who We are**

We are a team of community developers, researchers, communicators, and policy advocates who work to:

- Strengthen the ability of organizations to build and preserve housing and community assets.
- Provide original research and education resources to generate public support of vital communities and affordable housing.
- Drive efforts to secure the policies and funding needed at the regional, state, and federal levels to advance local housing and community development.

**MHP is Hiring a Director of Finance and HR**

Minnesota Housing Partnership is currently seeking a Director of Finance and HR to join our dynamic team. This role is crucial in supporting the organization's strategic goals and ensuring financial stability.

The ideal candidate will have a passion for affordable housing and community development, a proven track record in finance and human resources, and a strong commitment to diversity, equity, and inclusion. This position offers the opportunity to make a significant impact in the field and contribute to the sustainable growth of local communities.

If you are interested in advancing our mission and are ready to join a team dedicated to making a positive difference, please submit your application today.
Our Mission
Minnesota Housing Partnership (MHP) strengthens development capacity and promotes systems change to expand opportunity, especially for those with the greatest need. We support, lead, and collaborate with a diversity of partners to stimulate innovation and drive positive impact in affordable housing and community development in Minnesota and beyond.

Our Vision
MHP is actively assisting a wide range of communities to develop the skills and strategies to grow their stock of affordable housing and strengthen their communities. MHP is rated as an exceptional place to work.

Our Impact
MHP has made a significant contribution to shaping, advocating and putting policies in place that led to the development of affordable housing for those most in need. Many communities around the country have learned the skills needed to grow the amount of affordable housing units and strengthen their community.

Our Principles
Collaboration • Innovation • Racial Equity • Data-driven Impact • Solutions for those with the greatest need

Our history
MHP began in 1987, as an informal coalition organizing community groups and nonprofit developers to play an active role in affordable housing. The initial work of MHP focused on informing housing groups of policy and program developments occurring at the state and federal levels. MHP also was a catalyst for increased state funding targeted to addressing the housing needs of low-income people. In addition, MHP helped create the state’s first programs to build the capacity of nonprofit housing providers.

In 1989 MHP incorporated as a member based, nonprofit organization.

Over the years, MHP has developed an effective lobbying arm and advocacy network. MHP has earned the respect of affordable housing supporters throughout the state, as well as government and legislative leaders.

Today MHP continues to support housing for all Minnesotans through capacity building, advocacy, and loans and grants. The organization has a budget of $3 million and a staff of 19.

Our commitment
MHP has a strong commitment to race equity and has embedded these values into our work. We measure progress toward our departmental and organizational race equity benchmarks, and hold ourselves accountable to addressing racial inequities in our affordable housing systems and housing outcomes.

Minnesota Housing Partnership is committed to social, racial, gender and economic justice. We strongly encourage persons of color, women, LGBT individuals, veterans and persons with disabilities to apply.
The Leadership Role

Minnesota Housing Partnership is seeking an experienced Director of Finance and Human Resources who is looking for an opportunity to lead and develop an organization’s finance, business planning and budgeting, and human resources and office operations. This is a varied, exciting role that requires a strategic thinker and an exceptional leader. This position is an active and participative member of the leadership team and reports to the Executive Director.

Responsibilities

Strategic Leadership

- Participate as a key organizational leader on the senior management Leadership Team, identifying and addressing enterprise-wide policies, strategies and programs that support MHP and advance race equity.
- Work with the Executive Director and Leadership Team to establish appropriate annual, midterm, and long-term financial objectives and plans that meet the needs of MHP.
- Develop various financial forecasts, modeling, and long-term planning activities. Update these annually.
- Support the Directors in the annual planning and take lead in preparing org-wide budget.
- Hire and supervise one finance associate and one grants and contracts officer.
- Serve as staff liaison to the Audit/Finance Committee and the Investment Advisory Committee of the Board of Directors.
- Lead or contribute to enterprise-wide initiatives and teams.

Finance and Operations

- Maintain and oversee the day-to-day financial and accounting operations of the organization, ensuring appropriate systems are in place to maintain effective internal controls for the organization.
- Maintain an internal reporting system and account structure that ensures proper disclosure and accountability for all financial activities.
- Oversee cash flow management through projections of cash receipts and cash disbursements, maintaining adequate cash balances to meet financial obligations.
- Assure appropriate resources for program spending needs, and monitoring expenditures to ensure compliance with MHP’s fiscal policies and Board-approved budget.
- Ensure payroll reports and tax filings are prepared and filed on a timely basis.
- Oversee appropriate financial due diligence on federal contracts.
  - Provide accurate and timely information to committee members and actively participate in meetings.
- Oversee the preparation for the annual audit and tax return.
- Prepare the financial section of the annual report.

Human Resources

- Possess demonstrated human resources experience, including knowledge of employment law (EEO, FLSA, DOL, DHR) and best practices
- Negotiate and administer benefits packages for all employees
- Support hiring processes (including working with external consultants) and prepare and update job descriptions, categories and salary bands.
- Manage 401K annual reporting.
Personal Attributes

- High degree of energy, integrity, confidentiality, and creativity as well as the intellectual, organizational, and personal qualities necessary to earn respect and cooperation from all stakeholders.
- Must have a commitment to diversity, equity, and inclusion with a focus on diversity and inclusion related to persons of all racial, cultural, religious, gender, and sexual orientation backgrounds.
- A deep commitment and passion to MHP’s mission and work.
- Strategic thinker, who can propose long term strategies for improving organizational health.
- Team player, with superb communications skills, both oral and written.
- Ability to handle multiple projects simultaneously; strong organizational skills and significant attention to detail.
- Creative, with the ability to think “outside the box.”
- Approachable and a good listener. Someone who sees and appreciates the good in people.
- An authentic leader who serves as a role model for moral and fair behavior, with a transparent approach which earns esteem and confidence from employees.
- A leader who coaches effectively and is seen as a mentor who supports employee growth. Employees are nurtured toward achieving their highest levels of performance.

Education and Experience

Education desired:

- Minimum bachelor’s degree in business, finance, accounting, or other appropriate discipline. CPA or master’s preferred.
- Five or more years of relevant financial, administrative, and HR experience.

Experience desired:

- Demonstrated accounting experience, including experience with computer-based accounting software such as QuickBooks
- Demonstrated Human Resources experience
- Good understanding of nonprofit business operations and federal grant, cost allocation, contracts and grant management administration
- Demonstrated knowledge of federal grant management
  - Codes & Regulations (2 CFR, Uniform Guidance)
  - Federal Systems (DRGR, eLOCCS, TA Portal, etc)
  - Negotiating Federal indirect cost rate

APPLY NOW!

MHP offers a dynamic, collaborative and flexible work environment, where we value work - life balance, and offer a competitive salary and generous benefits package.

Candidates with questions please contact Cheryl Jensen at cjensen@strategic-cc.com or 612-203-4662. Please submit a cover letter and resume detailing how your experience and strategic vision will contribute to MHP’s work and organization to HR@mhponline.org.