



MHP is hiring a **Community Development Associate**



Our Mission

Minnesota Housing Partnership (MHP) expands housing and community development opportunity for those most impacted by economic and racial disparities by leading collaborative work to promote systems change and grow equitable development capacity.[find](#)

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 from MHP the skills needed to grow the amount of affordable housing units and strengthen their community.

Our Principles

- Collaboration
- Innovation
- Racial Equity
- Data-driven Impact

Our Commitment

Minnesota Housing Partnership is committed to social, racial, gender and economic justice. We strongly encourage Black, Indigenous, people of color, women, LGBTQ individuals, veterans, and persons with disabilities to apply.

Our Community Development Work

In 1994 MHP became a major provider of technical assistance and financial support to increase the capacity of housing development groups. MHP administers a predevelopment loan program and provides training and operating grants to nonprofit developers.

MHP's demonstrated capacity to deliver housing programs led to its serving as a funding intermediary for several government agency programs.

We are based in Minnesota, but we provide technical assistance and capacity building for communities throughout the United States.

While MHP works with a wide variety of stakeholders, the focus of our community development work is in rural and native communities.

Capacity Building Technical Assistance

Our community development team has years of experience working directly with communities, regions and organizations to achieve their housing and community development goals. From innovative community planning practices to knowledge of complex federal programs, our expertise helps to create effective – and lasting – collaboration among community leaders.

MHP increases capacity of rural and tribal communities to identify and then address the current and future needs of their community. MHP helps build local knowledge and leadership to attract and utilize resources to address each community's unique opportunities and challenges, so they are positioned to envision and achieve their own self-identified goals long after their work with MHP concludes.

Housing Institute

In many rural communities, there's a significant gap between the supply of affordable housing and the number of people who need it. The Housing Institute closes that gap through customized curriculum, guided collaboration and capacity building for diverse community stakeholders.

The Housing Institute brings together housing leaders and stakeholders to share their experiences, learn best practices, and develop creative solutions to bring quality affordable housing to their communities.

Over the past six years, the Institute has shown that engaging different stakeholders in truly effective and meaningful partnerships is the key ingredient to completing short-term projects and sustaining long-term relationships that lead to vibrant rural communities and regions.

Native Community Development Institute

The Native Community Development Institute supports and strengthens the capacity of Native Nations and communities to reach their community development goals through collaborative, self-styled trainings, peer-to-peer workshops, and customized assistance.

With the guidance of MHP, participating Native communities build teams that convene leaders from across sectors to identify and tackle a project that addresses a pressing need in their community. Over 18 months, these teams participate in MHP-facilitated trainings and meet regularly to create a project plan – and receive individualized guidance from an MHP staff member throughout the process.

Job Description



Job Title:

Community Development Associate

Reports to:

Community Development Director

Compensation:

\$42,000 - \$46,000 annually.

To Apply:

Please visit this [LINK](#).

Job Purpose:

The Community Development Associate is responsible for providing support to the Community Development team in planning, coordinating, delivering and reporting on capacity building and technical assistance engagements and MHP-funded grant programs.

Job Duties & Responsibilities:

Programs (external support) (30%)

- Support all aspects of the Strengthening Rural Communities program, Housing Institute, and Native Community Development Institute, including general program planning and administration.
- Support the Community Development Team in the research, development and delivery of technical assistance and consulting services that increase capacity and organizational efficiency of governments, non-profits, tribal communities and other public agencies. Work with federal, state and local contacts.

Administration (grants, internal services)(60%)

- Reports and outputs: prepare and submit reports for federal awards, for the MHP Board, and others. Refine and improve reporting tools to ensure efficiency and effectiveness of reporting.
- File Management.
- Manage contracts utilizing contract management tools, templates, methods and processes and assist in producing reports, metrics and other analysis as needed.

Committees and Interdepartmental (10%)

- Support Federal billing processes.
- Update and maintain department grant programs.
- Assist with annual financial audit preparation (single audit for government funding).
- Actively engage in the deployment of the department's Race Equity Strategic Action Plan.

Qualifications:

- Minimum two years of experience with federal reporting (HUD, USDA, other federal community development programs) and reporting systems; related program knowledge.
 - Minimum two years of experience in administrative support, preferably with a non-profit organization involved in community development, economic development or housing development.
 - Two years of project management experience preferred.
 - Two years of experience administering grant programs preferred.
- 4 Bachelor's Degree preferred. Equivalent experience in relevant field may be substituted.

Knowledge, Strengths, and Abilities (KSA)

- Knowledge of federal community and economic development programs (HUD, USDA, other), reporting, compliance and systems used (DRGR, TA Portal, other).
- Knowledge of grant making processes, protocols, tracking, reporting and compliance.
- Knowledge of project management concepts and skills and the ability to manage all aspects of a project from conception to close out.
- Analytical, organized and detail oriented, and highly responsible and accountable to complete tasks thoroughly and timely.
- Ability to influence and engage team members in a positive, productive manner that facilitates completion of projects without having formal authority.
- Ability to effectively communicating verbally and in writing with a variety of stakeholders.
- Professionally able to navigate personal work capacity and successfully execute job duties and responsibilities with limited supervision.
- Advanced skills in MS Office Suite, CRM applications, Quick Books, databases, SharePoint and other cloud functionality.

WORK/TRAVEL

- Work from Home-Office with access to high-speed internet (70-85%)
- Engagement Travel (15-20%)
- Shared Office and Team time (5-10%)

Licenses and/ or Certifications:

None.

Direct Reports:

None.

FULL JOB DESCRIPTION HERE.