



MHP: A team of community developers, researchers, and policy advocates.



# About MHP

Minnesota Housing Partnership (MHP) advocates for equitable housing policy, produces data-informed research to inform solutions, and delivers community development services across the US. MHP's efforts are rooted in the tenet that everyone should have a safe, stable place to call home.

## Mission

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.

## Vision

MHP is committed to building communities that are strong and have affordable housing to meet their needs.

## Impact

MHP has made a significant contribution to the shaping and creation of policies and investments that have led to the development of affordable housing for those most in need.

Communities around the country have learned from MHP the skills needed to grow the amount of affordable housing units and strengthen their community.

## Guiding Values

The beliefs and principles that guide MHP's work include:

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

# 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 was also 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.

Over the years, MHP has developed an effective lobbying arm and advocacy network and works on policies at both the State and Federal levels. MHP also conducts original research and creates publications which are widely utilized, such as the bi-yearly *State of the State's Housing*.

Today MHP continues to support housing through advocacy, research, technical assistance, capacity building, and community development throughout the country. The organization has a budget of \$3 million, a staff of 20, and is rated as an exceptional place to work.

## Commitment to Justice and Equity

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.

# MHP's Community Development Work

MHP is a major provider of technical assistance and financial support to increase the capacity of housing groups across the country.

Creating affordable housing and building strong communities is complex work! MHP delivers the resources and knowledge communities need to create and preserve housing and community assets. The community development team has expertise working directly with communities and organizations to achieve their housing and community development goals, specializing in rural areas. From innovative community planning practices to knowledge of complex federal grants and programs, MHP's expertise helps to create effective—and lasting—collaboration among community leaders.

## Capacity-Building Technical Assistance

A nationwide leader in working with rural and Native communities and around the U.S, MHP's proven track record of financial and technical expertise provides organizations the ability to build and preserve housing and community assets. Since 2010, MHP has received HUD and USDA grants to provide targeted technical assistance. From innovative planning practices to knowledge of complex federal housing programs, this experienced team helps organizations build capacity and overcome impediments to successfully planning and implementing community development projects.

## Our Community Development Programs Include:

### Housing Institute (HI)

In many rural communities, there's a significant gap between the supply of affordable housing and the number of people who need it. Established in 2010, the Housing Institute closes that gap through customized curriculum, guided collaboration, and capacity-building for a variety of community stakeholders. Over 18 months, the HI convenes housing leaders and stakeholders to share their experiences, learn best practices, and develop creative solutions to bring quality affordable housing to their specific communities.

### Native Community Development Institute (NCDI)

MHP's NCDI supports and strengthens the capacity of Native communities to reach their community development goals through collaborative trainings, peer-to-peer workshops, and customized assistance. Participating Native tribes build teams that convene stakeholders 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 create a project plan. Past projects include building a supportive housing complex, updating a land use plan, building a deep winter greenhouse, implementing a community needs assessment.

# Position Announcement

## Job Title

Community Development Manager



## 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 technical assistance 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 and Native communities, and organizations to achieve the community's housing and development goals. More than 75% of the beneficiaries we work with are located 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 8.

## 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 coordinates 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 specifically. The primary responsibilities are:

- **Consultant to communities:** Lead engagements with rural and Native communities; work creatively with community leaders to identify housing and community development needs, and then help shape projects and plans to address those needs; and develop, lead, and implement work plans in the areas of community and affordable housing development, providing capacity-building and technical assistance to Native and non-Native communities, governments, and nonprofit organizations mostly situated in rural areas.
- **Technical assistance delivery:** Research, analyze, interpret, and convey policy and regulatory guidance in the context of devising housing options/solutions that work for rural and Native communities; and assist in the development of programs and projects with beneficiaries and stakeholders, creating and analyzing project development budgets and proformas and applying federal and state regulatory as well as philanthropic grant/program requirements.
- **Project management:** Develop, implement, and manage scopes of work, work plans, and budgets; oversee consultant contracts, subrecipient contracts, and implementation of work; monitor and report on progress of work; and participate in grant applications, action plan development, and periodic progress reviews.
- **Relationship management:** Provide team support to the Native Community Development Institute (NCDI) and Housing Institute programs-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; and act as liaison between a team and MHP, bringing the needs for specific training forward to the Institute coordinators.
- **Organizational engagement:** Actively and positively engage with staff colleagues to further our shared work, understanding, and organizational health; and actively engage in the deployment of the department's and organization's race equity strategic action plans to ensure our technical assistance work generates equitable outcomes.

## Desired Qualifications:

### *Experience*

- Passion for rural communities, including knowledge and experience living in or working with small,

rural communities.

- Demonstrated ability to function as independent consultant, think on your feet, create clarity of goals and next steps with rural and Native communities who have a variety of capacity and housing and community development needs.
- Flexibility and adaptability to accommodate short deadlines and a fast-paced environment.
- Effective public speaking, interpersonal, written, and oral communication skills.
- Five years leading or facilitating the implementation of community development projects / programs with Native and/or rural communities.
- Experience implementing Federal and State programs and within statutory guidelines.
- 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/or Native communities.
- Three years' experience demonstrating 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, such as: USDA, HUD, CDBG, ICDBG, CoC, state housing finance agency programs; and EDA, BIA, and OMB circulars.
- Strong skills in research, analysis, interpretation, and presentation of data.
- Intermediate skills in Microsoft Office Suite, CRM, databases, SharePoint, other cloud functionality.
- Experience with the following:
  - Designing and facilitating strategic planning and/or organizational development with non-profits or local units of government;
  - Housing development and finance and/or project underwriting experience;
  - Economic development and/or business planning experience.
  - Specialized skills and knowledge in community development such as conducting housing needs assessments, planning, housing development finance and other related skills preferred.

#### *Education*

- Bachelor's degree in community development, planning, public administration, or housing. Master's degree preferred. Focus on Native American or rural communities a plus. Bachelor's in other field, plus 5 years providing technical assistance in housing or community development may be considered.
- National Development Council/Housing Development Finance coursework; certifications preferred. Certifications from federal (HUD, USDA) and state programs a plus.

*Other:* Proximity to a major, well-served airport (25% travel required, typically for durations of 1-3 days).

## **COMPENSATION AND WORK ENVIRONMENT:**

- 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.
- The Community Development Manager will spend approximately 65% of their time providing direct project technical assistance both onsite and virtually with partners across the U.S., and 35% of their time doing other organizational, administrative, and professional development activities.
- MHP embraces a virtual work environment, providing broad flexibility and a range of support systems for all team members to work virtually. MHP's base offices are in St. Paul, MN, and include a few shared offices and conference rooms for periodic meetings and work. MHP brings all staff together in-person at least twice per year for professional development and team building, and to continue efforts on being an anti-racist organization.

## **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 11, 2023. MHP invites interested candidates to send an electronic letter of introduction and résumé to Brad Ballinger at Cincinnatus. Email address: [brad@cincinnatus.com](mailto:brad@cincinnatus.com). Mailing address: 1041 Grand Avenue, PMB 229, Saint Paul, MN 55105.