



Job Posting

Position: Programs Manager
Location: St. Augusta, MN
Exempt Status: Full Time Salaried position
Salary Range: \$46,300 - \$56,000

Organization Background:

Central Minnesota Housing Partnership (CMHP) is a leading regional non-profit affordable housing organization committed to preserving, improving, and increasing the affordable housing stock in Central Minnesota. We serve a 16-county service area and are active in multi-family development/ownership, property management, rental and owner-occupied rehabilitation programs, and the Central MN Continuum of Care (CoC) and Coordinated Entry System (CES). We offer a competitive salary, excellent benefits package and a fun, creative work environment.

Major Areas of Responsibility

- Overall management and administration of SCDP grants from community outreach and grant application writing to construction project management and project closeouts
- Development, monitoring, updating, and following of SCDP Policies and Procedures
- Assure compliance with all applicable State and Federal funding requirements
- Overall management of lead-based paint inspection services and conducting lead-based paint assessments and clearance inspections
- Overall management of contract for deed portfolio
- Other duties as assigned

Job Requirements

- General knowledge of Microsoft Office 365 (focus on Excel spreadsheets) and Adobe
- Excellent ability to multitask and quickly change tasks as needed
- Excellent oral and written communication skills
- Comfort with public speaking
- Excellent organizational skills and attention to detail
- Must be able to work a full-time, flexible schedule

- Must be able to sit for extended periods, some bending, reaching & lifting to 30 lbs.
- Access to reliable transportation with ability to travel within a 4-hour radius of St. Cloud
- Valid driver's license
- Must be able to work onsite (not a remote position)

Preferred Experience

- Experience with management of renovation/rehabilitation construction projects
- Experience with/knowledge of construction processes, codes, materials
- Experience with grant management or administration

Application Instructions

A cover letter and resume may be submitted until June 21, 2022 at 4:30 pm. Please address cover letter and resume to Jason Krebsbach and submit in one of the following ways:

- Email to jason@cmhp.net: please reference job title in the subject line
- US Mail to: Central MN Housing Partnership, Inc.
Attn: Jason Krebsbach
24707 County Road 75
St. Augusta, MN 56301
- No phone calls please