



Position Posting

Position:	Single-Family Housing Program Manager
Location:	St. Augusta, MN
Exempt Status:	Salaried position
Salary Range:	\$45,000 - \$50,000

Position Description: The Single-Family Housing Program Manager will oversee the implementation and administration of the organization's single-family housing programs, including down payment assistance programs and our community land trust program. The Program Manager will research single-family housing needs of our region to determine and implement new single-family housing programs and activities.

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

- Preparation, planning, and implementation of the new First-Generation Homebuyer Down Payment Assistance Program
- Follow all Lender requirements, policies, and procedures of the First-Generation Homebuyer Down Payment Assistance Program
- Preparation, planning, and implementation of community land trust activities
- Communication with funders, mortgage lenders, Realtors, and other housing professionals to develop and administer single-family homeownership programs
- Prepare, develop, and write grant applications on behalf of CMHP and single-family programs
- Participation in trainings, workshops, seminars, etc. relating to single-family homeownership programs and activities
- Researching the single-family housing needs of our region to determine identify gaps and needs
- Implementation of new single-family homeownership programs or projects as needs are identified

- Marketing and outreach in our region to promote single-family homeownership programs
- Perform other duties as assigned

Job Requirements

- Knowledge of the homebuying process
- Knowledge and experience with multiple homebuyer financing products, i.e., first mortgage, down payment assistance, gap financing, etc.
- Must have strong verbal and written communication skills for effective interaction with clients, colleagues, and community partners
- Excellent organizational skills and attention to detail
- Excellent ability to multitask and quickly change tasks as needed
- General knowledge of Microsoft Office 365
- 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.
- Valid driver's license and access to reliable transportation
- Position will require travel within a 3-hour radius of St. Cloud
- Must be able to work onsite (not a remote position)

Preferred Experience

- Experience in mortgage lending, Real Estates, homebuyer education
- Experience with state and Federal homebuyer financing products

Application Instructions

A cover letter and resume may be submitted until Friday, February 16, 2024, at 5:00 pm in one of the following ways:

- Email to jason@cmhp.net (please reference position 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

CMHP is an Equal Opportunity Employer and does not discriminate against candidates and employees because of disability, sex, race, gender identity, sexual orientation, religion, national origin, age, veteran status, or any other protected status under the law.