



Single-Family Housing Program Manager Position Description

Job Title: Single-Family Housing Program Manager

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

Major Areas of Responsibility

- Research, planning, and implementation of Central Minnesota Community Land Trust activities
- Communication and relationship building with funders, mortgage lenders, Realtors, and other housing professionals to develop and administer single-family homeownership programs
- Conduct research and write grant applications on behalf of CMHP, CMCLT and single-family homeownership programs
- Participation in trainings, workshops, conferences, etc. related 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 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 or hybrid position)

Preferred Experience

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