



Minnesota Housing Partnership (MHP) convenes, guides, and supports a diversity of partners working to improve conditions of home and community. Building on decades of experience, we strengthen development capacity and promote policies that expand opportunity, especially for people at the lowest income levels. This is an exciting, dynamic time to join our team! We have new funding and are developing a new strategic plan that will provide the vision for strengthening and expanding our work.

We are searching for an **Economic Development Manager** to lead capacity-building work plans, facilitate Housing and Native Institute teams, and coordinate the work of other staff and sub-recipients in order to advance economic, community, and affordable housing development for rural and Native Communities.

The ideal candidate will be a skilled, highly motivated professional with strong economic development expertise. Candidates must be passionate about working with rural and Native organizations, along with the ability to build and maintain relationships with various constituents, including government and tribal leaders, advocates, researchers, developers, city/state/local officials, and a variety of other partners.

Candidates must be willing to travel within the state and nationally.

### **Job Description/Responsibilities**

- Lead and implement assignments in the areas of economic development, community development and affordable housing development, providing capacity building and technical assistance to Native and non-Native communities, governments, and non-profit organizations throughout the State of Minnesota and nationally.
- Assist in the development of programs and projects with communities, including creating and analyzing project development budgets and pro-formas and applying federal and state regulatory requirements.
- Advance program knowledge of various grants, programs, and regulatory guidance: USDA, HUD, CDBG, ICDBG, CoC, MHFA, EDA, BIA and OMB circulars.
- Research and analyze budget, tax, and other policies that affect rural and Native communities.
- Strategize and collaborate closely with other capacity building staff on assignments, including budgets, timelines, recipient needs, contractor deployment, compliance requirements, and outcomes.
- Develop and implement scopes of work, work plans and budgets; oversee consultant contracts and implementation of work.
- Provide Native Community Development Institute (NCDI) and Housing Institute team support focused on defining team goals, understanding local needs, and assisting in the successful implementation of economic and community development projects.
- Coordinate with Communications/Research and Policy departments to identify collaboration opportunities and support marketing and outreach efforts.

- Conduct research and analysis, devise options/solutions, and effectively communicate (orally and in writing) to diverse public audiences.

### **Requirements/Qualifications**

- Three to five years' experience (5+ preferred) with Native and rural communities, application of Federal program requirements and regulations, implementation of economic and community development programs, and project management.
- Bachelor's degree in economic development, community development or planning, public administration or housing. Master's degree preferred. Focus on Native American or rural communities a plus.
- Certifications from federal (HUD, USDA) and state programs a plus.
- Knowledge of applicable laws, regulations, policies, procedures, current literature, trends and developments in economic/community development and planning with a focus on under-served, rural and Native communities.
- 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.
- Research, analysis, interpretation, and presentation of data.
- Flexibility in adapting to short deadlines and a fast paced environment.
- Public speaking, interpersonal, written and oral communication skills.
- Very strong computer skills, including Word, Excel, and Databases.

### **Physical Demands**

- Involves sitting/standing for extended periods of time.
- Lifting up to 40 pounds for occasional event and meeting management.
- The employee is occasionally exposed to wet and/or humid conditions or airborne particles.
- The noise level in the work environment is usually quiet in the office and variable in the field.

### **Pay/Benefits**

The salary range for this position is \$65-75K/annually. MHP offers a robust benefits package and flexible work schedule, including the ability to work remotely.

### **Application Details**

Please email resume and cover letter, with "Economic Development Manager" in the subject line, to: [LoriBrandtHR@gmail.com](mailto:LoriBrandtHR@gmail.com) by 10/12/18 for first round consideration.

MHP is an Equal Opportunity Employer. We are committed to social, racial, gender and economic justice. We strongly encourage persons of color, LGBT individuals, women, veterans and persons with disabilities to apply.

This position will remain open until filled.