

Family Housing Fund

Program Associate

The Family Housing Fund (FHFund) is a nonprofit organization whose mission is to help the affordable housing network adapt to the needs of families in complex and constantly changing conditions. To accomplish this, the FHFund draws on networks to identify emerging issues; consolidates and interprets data to inform decision making; recommends adaptive policy, process and practice; convenes stakeholders for collective action; leverages financial, social, political and informational capital for investments; and tests promising new ideas. Please see our website www.fhfund.org for additional information on the FHFund.

Position Summary

The Program Associate will facilitate and coordinate activities related to a broad portfolio of work that fulfill key objectives for the FHFund. The Program Associate will provide project management and implementation support for new initiatives that address urgent and emerging needs in the affordable housing system; engage in the larger regional discussions around housing affordability; monitor the Home Prosperity Loan Fund including completing quarterly reports; and manage Fiscal Sponsor functions that the Family Housing Fund serves to community partnerships. The Program Associate will report to the President.

Responsibilities:

Strategic Initiatives

- Provide project management support to leadership to advance identification and understanding of emerging issues in order to build the capacity of the affordable housing system to meet the needs of families.

Regional

- Engage with regional housing activities to integrate housing with other regional systems and growth opportunities.
- Collaborate with FHFund Program Officers for Build & Preserve and Access & Opportunity to help integrate / connect specific strategies of these initiatives throughout the region.
- Track / connect interventions that acknowledge the uniqueness of each municipality while recognizing similarities between communities that could benefit from comparable interventions.
- Work with other FHFund staff and ULI Minnesota to develop the Housing Counts / Minnesota Housing Policy Toolbox that documents effective strategies used within the region to further affordable housing.
- Support President in managing grantees tasked with regional deliverables.

Home Prosperity Fund Monitoring

- Create quarterly narrative and data report on the Home Prosperity Fund. Coordinate financial reporting with Director of Finance.
- Work with Director of Finance to track borrower repayments and FHFund loan repayments obligations in graphic format.

- Assist President with loan modifications to ensure overall portfolio performance with keen eye towards meeting FHFund repayment obligations.

Fiscal Sponsorship

- Serve as project manager for fiscal sponsor relationships with community partners including but not limited to contracts, expenditures and overall compliance. Work collaboratively with Director of Finance and Vice President.

The Program Associate will help identify and track relevant local, state and federal policy to understand implications in our region. Additionally, the Program Associate will assist with best practices research to identify relevant national approaches for local use.

The Program Associate is responsible for tracking data and deliverables associated with assigned work, including but not limited to reporting related to specific funding, in conjunction with the Vice President. The Program Associate is also responsible for managing contracting process for assigned work as well as managing assigned initiatives to the allocated budget.

Program Associate may also be assigned other duties as organizational need arises.

Required Qualifications

Candidate will be forward thinking, action oriented and have an entrepreneurial spirit. Candidate must be able to think on a system level as well as consider challenges unique to a specific situation. Candidate will have excellent problem solving and organizational skills and excellent verbal and written communication skills. Candidate will also possess strong analytical and problem-solving skills, exercising sound judgement. The successful applicant will have a demonstrated interest in community development and working with low income families or affordable housing is required. Bachelors degree required.

How to Apply:

Candidates are encouraged to apply in timely manner but the position will remain open until filled. Please send a letter of interest that includes compensation expectations and resume to HR@fhfund.org. No phone calls please.

The Family Housing is an equal opportunity employer.