



FAMILY HOUSING FUND

Program Officer

The Family Housing Fund (FHFund) believes it takes all of us working together to build a strong system that supports access to decent, affordable homes for everyone. Established in 1980, we support the Cities of Minneapolis and Saint Paul, the Metropolitan Council, and Minnesota Housing in their efforts to meet the seven-county metropolitan region's affordable housing needs. We are unique in focusing on all facets of the housing system and working across sectors to ensure real change. Please see our website www.fhfund.org for additional information on the FHFund, including the [Strategy Refresh Framework](#) and [Team Mission Statement](#).

The FHFund team is creative and committed; currently, there are 7 full-time positions. Our newly renovated offices in downtown Minneapolis are designed for collaborative work while still providing ample social distancing. On a typical day, you will see staff meeting with external partners, working independently to manage projects, and keeping our operations humming along.

FHFund is seeking an experienced housing professional to deliver on an array of supply-focused initiatives. If you are excited about ensuring everyone in our community has a decent place to call home and are eager to share your skills and experience, then this is likely to be an excellent fit for you.

Position Description

The Program Officer reports to the Program Director and is part of the Program Team working to increase the supply of affordable housing, expand housing opportunities, and activate more housing champions in the Twin Cities region. The Program Officer leads an emergent and adaptive portfolio of grants, investments, and collaborative initiatives to support innovative housing development models, support "gentle density" initiatives, and build and preserve affordable housing.

Working in concert with private and public partners, the Program Officer will:

- Coordinate FHFund's overall Increase Supply strategy, including reflecting and adapting approaches, and operationalization of strategic initiatives through the Innovation Cycle.
- Manage collaborative partnerships to close racial wealth gaps by supporting BIPOC (Black, Indigenous, and People of Color) residents to attain and sustain homeownership, including strategic focus on ownership of 2–4-unit homes.
- Identify and develop policies and innovative approaches to increase housing choices in the region through production and preservation efforts, including government-assisted and unassisted rental housing, gentle density, entry-level homeownership options, ADUs (Accessory Dwelling Units), and small multifamily properties.
- Inform proposed local, state, and federal policy changes to preserve and produce housing, advance racial equity, and connect cities' actions for regional impact.
- Manage projects to analyze housing data, market research, and economic impact.
- Manage the FHFund's multifamily deferred loan portfolio and underwrite loan modification

requests.

- Track innovations across the nation with the eye toward adopting promising efforts locally.
- Together with all FHFund team members, support office operations, including administrative tasks, grant reporting, and written contributions to grant proposals, bimonthly FHFund newsletters, web content, etc.

Responsibilities:

Facilitate Building Equity in Small Multifamily Ownership

- Increase 2–4-unit properties available to owner-occupant homebuyers through support for and coordination of real estate development, acquisition, rehab, and marketing strategies with partners
- Reduce barriers for homebuyers to purchase 2–4-unit properties by working with partners and FHFund colleagues to deliver community outreach, training, education, down payment assistance, and mortgage innovation/credit enhancement programs
- Sustain new owner-occupant landlords' success by working with partners and FHFund colleagues to deliver and market post-purchase loans, technical assistance, and matched savings programs
- Manage evaluation, incorporate continuous learning, and support communications about the overall Building Equity in Small Multifamily Ownership initiative. Ensure successful delivery of JPMC and Bush Foundation grant commitments

Expand Innovative Approaches to Development and Preservation

- Support greater uptake in gentle density development, including entry-level multifamily and single-family ownership, through projects that incentivize these typologies in the marketplace.
- Explore and promote the adoption of innovations to reduce cost and/or improve quality of new homes, such as off-site construction techniques.
- Work collaboratively with partners on innovative finance models that effectively tackle development challenges.
- Collaborate with public housing authorities / housing redevelopment authorities on approaches that maximize public housing resources and ensure such are incorporated in broader regional housing agenda.
- Provide leadership at regional work groups focused on preservation and track collaborative strategies to preserve endangered properties.

Engage in and Inform Public Policy Discussions

- Identify, track, and pursue relevant local, state and federal policy to understand implications in our region. Assess national models and approaches for potential replication. Work through broad coalition to pursue policy changes that make sense for this region.
- Manage projects to analyze housing data, market research, and economic impact
- Inform the development of local (and state and federal) policies to preserve and increase housing supply, encourage gentle density development, and advance racial equity

- Support the promotion and regional implementation of policies that support stable, affordable housing.
- Identify and pursue efficient allocation of new and existing resources for preserving affordability in rental and homeownership stock, including but not limited to tax policy, rental subsidy resources, and other tools

Manage FHFund Portfolio of Multi-family loans

- Work with FHFund colleagues on tracking of FHFund multi-family loans and evaluation of portfolio performance; coordinate regularly with finance staff to update and reconcile loan portfolio records.
- Proactively attend to maturing FHFund loans and loans in distress to insure timely resolution.
- Analyze modification requests and work with FHFund colleagues to determine the level of review and approval needed for any proposed actions.
- Make recommendations on loan delinquencies, troubled property workouts, and dispositions according to loan modification criteria.
- Prepare and present written reports to the Executive team and Board and Finance Committee, as requested.
- Work with FHFund attorneys to negotiate and implement approved loan modification actions.

Manage Program and Operations Duties

- Work with Program Director to prepare and present board reports and funding requests, maintain the quarterly Impact Dashboard, and address other strategic initiatives that arise.
- Work with Program Director to develop the annual program budget and manage to the approved budget for designated areas of responsibility.
- Manage outside contractors and grantees to develop appropriate and thorough scopes of work. Manage grants and contracts for agreed-upon deliverables and reporting.
- Perform all administrative tasks associated with the position (scanning and uploading documents, scheduling meetings, ordering food, etc.).
- Support office operations, including administrative tasks, together with all FHFund staff. In a small team, the willingness of each staff member to pitch in and help where needed is essential to meeting our mission.

Desired Qualifications

The candidate will be forward-thinking, action-oriented, and have an entrepreneurial spirit. Candidate must have the ability to think and act on a system level as well as problem solve challenges unique to a specific property. Candidates must have an appreciation for the role, both in government-financed and privately financed affordable housing plays in the larger housing continuum and a commitment to support a range of housing partners in the continuum. The candidate will have excellent problem-solving and organizational skills and excellent verbal and written communication skills.

- Five+ years of real estate, finance, or affordable housing-related experience is required.
- Demonstrated history of project development, management, and analysis.
- Some experience with government in housing-related services (such as finance or regulatory services) is valued.
- Ability to communicate complicated matters simply and effectively, including drafting reports, creating informational materials for distribution, and making public presentations.
- Comfortable working in person in a dynamic environment as part of a small team.
- Share our philosophy that problem-solving and innovation is borne from an iterative, collaborative work environment that values multiple perspectives.
- Demonstrated commitment to valuing diversity and contributing to an inclusive working environment.
- Fluency in a language commonly used among Twin Cities communities desired, but not required.

Compensation

Depending on experience, this position could have a starting salary up to \$90,000 for a professional with many years of experience and deep knowledge of the field. Additionally, generous benefits include health and dental insurance, paid vacation, transportation benefit, and 401k contributions regardless of experience level.

To Apply

Send a resume and a cover letter describing a) your interest in the organization, b) relevant experience, and c) a description of the area(s) of our work you are most interested in by email (subject line: Hiring) to: kirstin@fhfund.org Applications will be considered on a rolling basis.

The Family Housing Fund mandates COVID-19 vaccination of all its employees, subject to accommodations for qualifying medical conditions and sincerely held religious beliefs.

The Family Housing Fund is an Equal Opportunity Employer. We encourage individuals of all backgrounds to apply.