



Program Associate

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 growing its team in order to expand its capacity to deliver on an array of new initiatives and increased work volume. 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.

If our work excites you, we hope you will apply!

Position Description

The Program Associate 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. This is a unique opportunity to grow professionally while supporting a range of initiatives to improve housing access and stability. Ideal candidates will bring either knowledge of or an interest in learning about affordable housing.

Our Approach to Innovation

Family Housing Fund is always working on the next big challenge in housing. We operationalize an innovation cycle with the intention and purpose of yielding durable results. The Program Associate will play a critical role in supporting the program team with:

- Strategic exploration of emerging issues in the region
- Development and implementation of pilot programs and interventions
- Project and System level learning, research, and evaluation

Together with FHFund team members, the Program Associate may contribute to the following initiatives:

- Program support for [the Building Equity in Small Multifamily Initiative](#)
- Strategies to expand the supply of Accessory Dwelling Units (ADUs)
- Convening Community Partners to share learnings from current initiatives and research
- Tracking the changes in municipal housing policies across the region
- Providing loan portfolio management support for affordable rental housing
- Supporting the submission of fundraising proposals and grant reports
- Provide support for program evaluation, tracking, and reporting

The Program Associate will support office operations including grant reporting, written contributions to grant proposals, bimonthly newsletters, and web content as well as some administrative tasks and office operations.

Desired Qualifications

- Eager to work hard, collaborate across sectors, and never stop learning
- Passionate about expanding housing opportunities and reducing racial disparities in the Twin Cities
- Comfortable working in person in a dynamic environment as part of a small team
- Excellent attention to detail and organizational skills
- Strong communications skills
- Interest or experience in affordable housing, housing stability, real estate, and/or finance
- Commitment to valuing diversity and contributing to an inclusive working environment
- Fluency in a language commonly used among Twin Cities immigrant communities desired, but not required

Compensation

Depending on experience, this position could have a starting salary of \$40,000 for someone early in their career, or up to \$55,000 for someone with a few years of experience. 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.