



## 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](http://www.fhfund.org) for additional information on the FHFund, including the Strategy Refresh Framework and Team Mission Statement.

The FHFund team is a small, creative, and committed team. Our modern 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 lead evolving activities to address issues that limit equitable access to housing opportunities. 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 that specifically address unsolved or unattended to issues that limit housing choices for individuals and families in the metropolitan Twin Cities region. The Program Officer will work with public partners, housing industry leaders, community based and non-profit organizations to develop interventions that disrupt housing policy and practices that disproportionately and negatively impact Black, Indigenous and households of color. As an intermediary, we most often work with organizational and government partners and adopt engagement strategies that help to center the voice and experiences of those most impacted in our work.

Working in concert with private and public partners, the Program Officer will ensure that work undertaken every day is constantly evolving to match the changing housing landscape and is tackled with urgency by:

- Using our [Innovation Cycle](#) to define new areas of work, using inquiry to identify emerging issues and devise pilot interventions while using continuous learning to adapt the intervention and finally, embed the intervention for system change.
- Working as a pathfinder to help communities address complicated and expansive housing challenges throughout the region with a focus on racial equity.

- Leading, convening, and collaborating with a broad range of stakeholders including community-based organizations, housing industry leaders and local government to champion and advance best or emerging practices that respond to opportunities to increase supply, improve housing stability, quality, access, choice, and affordability.
- Leading strategies and interventions that protect tenants while preserving housing stock.
- Tracking and analyzing proposed local, state, and federal policy changes to understand and delineate city, regional or state impact.
- Tracking innovations across the nation with the eye toward modeling and adopting promising efforts locally.
- Working together with all FHFund team members to support office operations, including administrative tasks, grant reporting, and written contributions to grant proposals, bimonthly FHFund newsletters, web content, etc.

## **Responsibilities: Evolving and Core Portfolio**

The work of the Family Housing Fund team is constantly evolving based on changes in the market. Staff are assigned projects to lead based on unique skills, experience, and interest while balancing overall workload among the team with program responsibilities. Responsibilities include core duties and an evolving portfolio that will change as organizational and housing needs change.

### **Evolving Portfolio**

If hired into this position, the Program Officer will be assigned specific programmatic work that could include:

### **Improve Housing Stability by Reducing Involuntary Moves & Displacement**

- Lead partners, including state and county leaders, people with lived experience, and housing industry leaders, to define and advance recommendations to improve the delivery of emergency financial assistance, applying lessons learned from COVID-19 rental assistance delivery to weave a tighter thread through our region's safety net.
- Determine a path to pilot an alternative product (such as an insurance product or matched savings) that provides tenants with the means to better manage personal financial challenges.
- Lead inquiry to define informal evictions and identify and implement promising strategies that could address this type of displacement.

### **Ensure Homes are Safe and Healthy**

- Lead research team and coordinate the partners to define and delineate ownership models and develop / advance policy recommendations and interventions for single-family rental homes. Center the experiences of renters in this housing typology and the community impact of such housing in order to develop and lead a comprehensive approach with stakeholders to address challenges defined by the research and experiences of people most impacted.
- Develop and lead health and safety interventions to address the disparate impact of poor housing quality on BIPOC households. Model and develop tenant centered solutions that prevent displacement and support adoption by local government and other partners.

### **Replace Exclusive Rental Screening Practices**

- Lead work with grantees, community-based groups, and local government to share best practices and test / implement new approaches to replace rental screening practices that limit equitable access with criteria that more accurately predicts indicators of success.
- Identify and disseminate data on renter characteristics that contribute to success in rental housing, and those that have no relationship to success in housing. Create an evidence-based case that compels landlords to adopt a holistic, human-focused approach to tenant screening that eliminates use of ineffective methods and meets the landlord's business objective without discrimination.

### **Expand Affordability through Rental Subsidies and Income Supports**

- Champion efforts to increase landlord participation in the Housing Choice Voucher (HCV) program by housing authorities / HRAs, industry leaders, and other partners.
- Lead efforts to develop or coordinate evaluation of the region's rent subsidy and guaranteed basic income programs to determine the impact on program participants' housing stability.

### **Leverage Housing Investments to Build Wealth for Renters**

- Develop a framework to engage community-based organizations and renters to identify innovative ways for renters to build wealth. Develop and launch a pilot project, lead analysis on effectiveness, and make any mid-course corrections to advance goals or learnings.

### **Core Portfolio**

As part of the program team, the Program Officer will have core responsibilities that include the following:

#### **Activate More Housing Champions**

- Actively engage with community partners, building an expansive network of relationships that lead to big ideas and collaboration, prioritizing those who serve BIPOC and other underrepresented communities.
- Contribute to FHFund communications as an author and presenter, broadcasting a narrative that advances housing solutions.

#### **Emerging Issues**

- Stay abreast of the changing housing landscape, analyze how FHFund could address emergent issues.
- 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 increase access or support housing stability for this region.
- Lead other projects, as assigned.

#### **Manage Program and Operations Duties**

- Work with Program Director to prepare and present board reports and funding requests, report on impact of workplan through the 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.
- Work with colleagues to actively pursue funding opportunities.

- Collaborate with and respond to inquiries from colleagues, FHFund Management and Board of Directors as requested.
- Actively manage outside contractors and grantees to develop appropriate and thorough scopes of work. Actively manage grants and contracts for agreed-upon deliverables and reporting and engage in thoughtful reflection on impact and necessary refinements in approach.
- 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.
- Embrace and prioritize the FHFund Team Mission Statement and positively contribute to workplace culture.

## Desired Qualifications

The candidate will be forward-thinking, action-oriented, results driven and have an entrepreneurial spirit. This means that the candidate will be equal parts project leader and manager, connector and bridge builder, and champion and cheerleader to drive ambitious change with enthusiasm and curiosity. Candidate must have the ability to think and act on a system level as well as problem solve challenges unique to a specific situation. Candidate must place high value on being a pathfinder and collaborator. Candidates must have an appreciation for the various roles and partners that comprise the larger housing ecosystem and a commitment to support a range of housing partners in the continuum to achieve results. The candidate will have excellent problem-solving, organizational, verbal, and written communication skills.

- Candidate should have five+ years of professional experience that is housing focused OR intersects with housing. This could include experiences such as:
  - Working with low-income and/or BIPOC tenants or legal services to address housing quality or eviction prevention.
  - Working with government housing-related services (such as affordable housing development, public housing, Housing Choice Voucher program, housing court, or regulatory services).
  - Working with Naturally Occurring Affordable Housing (NOAH) owners about affordability challenges they face.
- 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, equity and contributing to an inclusive working environment.
- Fluency in a language commonly used among Twin Cities communities desired, but not required.

## Compensation

This position could have a starting salary from \$90,000-\$115,000, commensurate with experience 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 benefits, and 401k contributions.

## 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](mailto:Kirstin@fhfund.org). Applications will be considered on a rolling basis.

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