



Project Manager

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 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 affordable housing professional who can collaborate across governmental partners to delineate detailed strategies and build momentum to benefit deeply affordable housing in Minneapolis. This could be a full-time consultant or employee.

Position Description

The project manager reports to the President and will provide leadership to help the City of Minneapolis and the Minneapolis Public Housing Authority (MPHA) develop strategies and implementation plans that efficiently utilize existing resources and leverages new resources to preserve, improve and expand the supply of all facets of public and deeply affordable housing in Minneapolis and region. The project manager will support a collaborative effort, working across government entities, to maximize development opportunities while responding to challenges within the existing MPHA portfolio. Four (4) main priorities include:

- MPHA has 892-unit Faircloth allocation that should be strategically developed;
- MPHA's high-rises need modernization to meet the needs of current and future residents;
- MPHA's scattered site portfolio requires a comprehensive strategy that preserves and enhances the affordable housing plans in communities throughout Minneapolis; and
- Vacant, underutilized land controlled by City / public entities presents new opportunities for deeply affordable residential development.

Minneapolis housing leaders recognize relying only on dedicated public housing resources will be insufficient to meet this ambitious goal. The purpose of this position is to provide strategic leadership to align various government partners' priorities and resources to benefit public housing residents.

This will be accomplished through a structure of an Implementation Planning Team (providing strategic support and oversight), a Work Team (day-to-day management of workflow, prioritization, and guidance) and consultants (as needed to supplement expertise).

The project manager will:

- Coordinate the various partners, developing and unifying behind a shared vision for the vital role that public housing plays in the Minneapolis housing continuum.
- Develop, and if appropriate, coordinate implementation plans for the four above mentioned priorities.
- Provide strategic capacity and support to development coordinators within the City of Minneapolis Community Planning and Economic Development (CPED) and MPHA.
- Manage collaborative partnerships, including the Implementation Planning Team and Work Team.
- Facilitate and lead briefings for the Mayor, MPHA Board Chair, City Council, MPHA Board of Directors, and other leaders.
- Determine the need for and secure the expertise of consultants and manage consultants to needed deliverables.
- Engage with local and national housing leaders and advocacy efforts to stay abreast of innovations with the eye toward adopting promising efforts locally.

Responsibilities:

Coordinate Implementation Planning Team & Work Team

- Create a shared vision among the Implementation Planning Team members that embraces public housing as integral to the affordable housing system and not separate.
- Work with the City to coordinate appointment to the Implementation Planning Team members and cultivate relationships with Implementation Planning Team members to elevate engagement.
- Facilitate Implementation Planning Team meetings and committees (if committees are needed), including meeting agendas and materials.
- Coordinate approvals of the implementation plans for priority areas.
- Track and report on progress as implementation plans are launched.
- Support and collaborate with Work Team on day-to-day management of workflow.

Implementation Plans for Four (4) Priorities

- Review / assess the challenges and opportunities associated with the four (4) priorities, drawing on existing materials and analysis.
- For each priority, determine a path and manage the development of comprehensive financial analysis and schedule which will form the basis of the implementation plan.
- Foster relationships with key priority area partners, including CPED and MPHA staff, including but not limited to balancing funding requests and deadlines.
- Present implementation plans to Implementation Planning Team for approval.
- Coordinate with City and MPHA to launch approved implementation plans.
- In conjunction with City and MPHA, identify and pursue efficient allocation of new and existing resources in support of the implementation plans.

Collaborate, Engage and Inform Public Discussions

- Support MPHA in developing a communication strategy that integrates the implementation plans.
- Support robust community engagement efforts to solicit input on implementation strategies.
- Engage with and seek input from affordable housing advocacy and development community in coordination with the City and MPHA.
- Coordinate with City, MPHA and FHFund government affairs staff or lobbyists to align funding priorities.
- Provide briefings to key external civic groups to advance the implementation plans and activities, as requested.
- Engage with national organizations and industry leaders to be aware and stay connected to innovations and opportunities.

Manage Administrative Duties

- Work with Work Team to develop the annual program budget and work with FHFund leadership to budget funds annually.
- Collaborate with FHFund Development & Communications Officer around fundraising and grant reporting.
- Manage contractors to develop appropriate and thorough scopes of work. Manage contracts for agreed-upon deliverables and reporting. Manage invoice process.
- Perform all administrative tasks associated with the position (scanning and uploading documents, scheduling meetings, ordering food, etc.).

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 unique challenges. 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.
- Experience in public housing capital or operating finance is required. Experience with other housing related government finance (Low Income Housing Tax Credits, HOME, etc.) is preferred. Knowledge about the regulations and competitive processes of the various fundings sources is essential, including but not limited to Faircloth parameters.
- Experience coordinating and collaborating across government entities to define and act on a shared goal and understanding the roles and responsibilities of various partners.
- Demonstrated history of project development, management, and analysis.
- Ability to communicate complicated matters simply and effectively, including drafting reports, creating informational materials for distribution, and making public presentations.
- Comfortable working in a dynamic environment and across units of government is essential.
- 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

This project manager could be hired as a full-time consultant or as an employee of the Family Housing Fund. Depending on experience, this position has a potential starting salary up to \$100,000 for a professional with years of experience and deep knowledge of the field.

If the position is filled as an employee, 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 your interest in the organization and relevant experience in by email (subject line: Hiring) to ellen@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.