

# Housing Development Coordinator

## Northwest Minnesota Foundation, Bemidji MN

The Northwest Minnesota Foundation (NMF) is one of the six Minnesota Initiative Foundations (MIFs) established by the McKnight Foundation in 1986 to assist Minnesota's rural regions during the farm crisis in the 1980s. As the region's MIF and the only community foundation in the region, NMF has been serving the vast nonprofit community in northwest Minnesota for more than 30 years.

NMF provides grants and loans to organizations and small businesses and scholarships to individuals within the 12-county region and the two tribal nations. Since its founding, NMF has invested millions to help make the region a better place to live and work.

## Position Description

The Housing Development Coordinator position will coordinate the housing development activities of the North Star Neighbors Community Land Trust, a subsidiary non-profit corporation of the Northwest Minnesota Foundation. You are an employee of the Northwest Minnesota Foundation. This position will have extensive experience in single-family home construction, housing financing, building codes, grant reporting and project management. You are familiar with shared equity housing and community land trust models. As a Housing Development Coordinator, you will play a crucial role in all stages of the housing development process, from planning and design to construction and occupancy. You will work closely with various stakeholders, including contractors, architects, lenders, government agencies, and community members, to ensure successful project outcomes. You will be responsible for coordinating the completion of projects on time and on budget.

## Duties & Responsibilities

- You will collaborate with internal and external stakeholders to identify and evaluate potential housing development opportunities.
- You will conduct feasibility studies, market analyses, and financial projections to assess the viability of proposed projects.

### Job Details

#### Industry

Community Foundation

#### Employment Type

Full-Time

#### Employment Status

Exempt

#### Job Functions

Program Implementation

#### Direct Reports

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#### Position Reports To

Director of Programs

#### Career Pathway

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- You will assist the Community Revitalization team in reviewing loan applications from the Housing Loan Fund.
- You will manage external funding awards that support the NMF Housing Program and North Star Neighbors.
- You will develop project plans, budgets, and timelines in coordination with the project team.
- You will Secure financing through grants, loans, tax credits, and other funding sources, including philanthropic donations. You will be a resource for the regions' private and non-profit housing developers to access funding and financing.
- You will oversee the design and construction of single-family homes, ensuring compliance with funding requirements, zoning regulations, and quality standards.
- You will coordinate with architects, engineers, contractors, and community officials to ensure timely and cost-effective project delivery.
- You will monitor project progress, identify risks and issues, and implement corrective actions as needed.
- You will facilitate community engagement and outreach activities to gather input and build support for housing projects. You will approach this work through a lens of Diversity, Equity, and Inclusion (DEI) ensuring underrepresented communities voices are represented.
- You will manage relationships with lenders, investors, and other funding partners throughout the project lifecycle.
- You will implement shared equity housing models to promote affordable homeownership and community wealth-building.
- You will prepare communications for the Board of Directors, Advisory Committee, and other technical advisors for the community land trust.
- You will implement green building strategies to increase energy efficiency and reduce utility costs for homebuyers.
- You will assist the Regional Loan and Investment team in reviewing lending applications for housing loans and in marketing the lending program to potential housing developers.
- You are responsible for all other duties as assigned.

## **What success looks like:**

- You nurture a culture of high operational excellence and lead others in the organization through your example of courteousness, prompt resolutions, and answers to inquiries and requests from external and internal sources. You are a person who is curious about the organization and the region we serve and seek to know the breadth and depth of the organization to better serve our communities. You are a person who demonstrates a high level of initiative and collaboration in working partners to implement solutions to increase the region's housing stock and home ownership opportunities.
- You are a person who can set/lead virtual and/or in-person regional meetings and engage key stakeholders working to develop housing. A successful person in this position will be able to engage multiple stakeholders at the local and state level to build key partnerships to develop housing.
- You excel at fielding multiple requests at once with efficiency, prioritization, clear communication, and accuracy. You can compile data from complex information systems and produce clear and concise information for key stakeholders to review. You seek to work with other staff in a team-first approach.

- You are a person who will take the initiative to learn about best practices for developing single family housing. You will collaborate with The Northwest Minnesota Foundation, which is committed to growing a fair and equitable workplace that reflects the communities we serve. You are a person that will embrace opportunities to develop and grow in your skills to strengthen Diversity, Equity, and Inclusion within the Foundation and for our region.

## Obligations

### *Ownership of:*

- The NMF Housing Budget
- Housing development projects of the North Star Neighbors.
- Reporting on all funding awards and financing for housing development projects of North Star Neighbors.

### *Will collaborate in:*

- Regional housing development projects.
- Regional Loan and Investment Housing Lending
- Communication with North Star Neighbors Board of Directors and Advisory Committee.
- The overall design and implementation of a community land trust shared equity housing model.
- The NMF grant making process.

## Qualifications

### *Required:*

- Bachelor's degree in urban planning, Real Estate Development, Construction Management, or a related field.
- Minimum of 3-5 years of experience in housing development, preferably in single-family home construction and shared equity housing.
- Strong understanding of financing mechanisms, including grants, loans, tax credits, and public-private partnerships.
- Knowledge of housing development funding and financing.

### *Preferred:*

- Knowledge of building codes, zoning regulations, and construction best practices.
- Proven track record of successful project management, from conception to completion.
- Excellent communication, negotiation, and problem-solving skills.
- Ability to work effectively with diverse stakeholders, including government agencies, community organizations, and financial institutions.
- Proficiency in project management software and Microsoft Office Suite.
- Commitment to affordable housing, social equity, and community development.
- Proficiency in technology and/or cloud-based computer systems
- Ability to analyze complex issues and exercise sound judgment in program evaluation and review.
- Knowledge of northwest Minnesota issues and communities.
- Ability to communicate clearly and effectively both orally and in writing.
- Ability to maintain complete information and prepare clear and detailed reports.

- Ability to function in a team relationship.
- Passion for the mission of the Northwest Minnesota Foundation

## Job Information

*The Northwest Minnesota Foundation follows an equal opportunity employment policy and employs personnel without regard to race, creed, color, ethnicity, national origin, religion, sex, sexual orientation, gender expression, age, physical or mental ability, pregnancy, veteran status, military obligations, and marital status. This policy applies to hiring, wages, internal promotions, training, opportunities for advancement, and terminations.*

- This position offers a competitive salary, commensurate with experience and qualifications.
- The primary location for this position may be a remote home office located in the twelve counties, or two tribal nations served by the Foundation. A successful individual in this position will spend adequate time in person at our Bemidji offices to foster collaboration and effective team building.
- This position will require travel locally, regionally, state-wide, and potentially nationally.