

North Star Neighbors Program Manager

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.

North Star Neighbors (NSN) was established June of 2023 as a subsidiary of NMF. NSN is a Community Land Trust (CLT) with the specific purpose to build better lives by creating a long-term solution for affordable home ownership opportunities in Northwest Minnesota for low- to moderate-income households, while addressing disparities in homeownership for underrepresented households.

Position Description

The North Star Neighbors Program Manager is responsible for managing and advancing the operations of North Star Neighbors (NSN), a community land trust (CLT) initiative focused on affordable homeownership across northwest Minnesota. The NSN Program Manager will oversee budgeting, housing development projects, land portfolio management, and compliance with funders and CLT standards. The role supports strategic growth, homeowner stewardship, and stakeholder engagement, while assisting the Executive Director with board and committee coordination.

This position is ideal for a generalist—someone who thrives in a dynamic environment, can multitask across administrative and mission-driven responsibilities, and is comfortable working across a wide range of duties.

Job Details

Industry

Community Foundation

Employment Type

Full-Time

Employment Status

Exempt

Job Functions

Program Management

Direct Reports

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Position Reports To

Director of Programs

Career Pathway

IC300

Duties & Responsibilities

- You will collaborate with internal teams and external partners to identify opportunities for regional housing development and support affordable homeownership initiatives.
- You will conduct outreach and engagement with stakeholders, partners, and potential homebuyers to promote the mission of North Star Neighbors.
- You will assist the Executive Director with preparation and follow-up for board and committee meetings, and in triaging inquiries from potential CLT homebuyers.
- You will manage the approved budget, ensuring accurate tracking of expenses and alignment with funder requirements.
- You will develop the annual budget to support North Star Neighbors activities.
- You will be a resource for potential homebuyers interested in purchasing CLT homes, providing guidance and support throughout the process.
- You will oversee single-family housing development projects from planning through implementation.
- You will coordinate marketing and promotion of CLT homes that are available for sale.
- You will monitor project progress, identify risks and issues, and implement corrective actions as needed.
- You will facilitate compliance with national CLT standards and contribute to continuous improvement of CLT operations.
- You will manage the portfolio of land owned by North Star Neighbors, ensuring strategic use and accurate documentation.
- You will implement funder compliance processes, including managing expenses and reporting obligations.
- You will prepare reports and documentation required by funders and stakeholders.
- You will implement homeowner stewardship responsibilities in alignment with CLT operational standards.
- You will assist in supporting homebuyers and stakeholders, ensuring a positive experience and compliance with CLT requirements.
- 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.

- The individual is responsible for learning about best practices for developing single family housing.
- The individual acquires and applies best practices in CLT operations, housing development, and nonprofit program management.
- The Northwest Minnesota Foundation is committed to fostering a welcoming and inclusive workplace that reflects the communities we serve. You actively seek opportunities to grow your skills and strengthen our work across the region.

Obligations

Ownership of:

- Budget Management.
- Land portfolio oversight and housing development project execution.
- Compliance and reporting for all awarded funding.
- Homeowner stewardship and CLT operational standards.
- Stakeholder engagement and regional housing development partnerships.
- Board and committee meeting preparation and follow-up.

Will collaborate in:

- Marketing and promotion of homes for sale.
- Homebuyer support and inquiry triage.
- Strategic planning and continuous improvement of CLT operations.

Qualifications

Required:

- Bachelor's degree or equivalent combination of education and experience in nonprofit management, housing development, community development, economic development, or related field
- Minimum of 5 years of experience in program coordination, project management, or housing-related work.
- Strong organizational, communication, and time management skills.

Preferred:

- Experience with community land trusts or affordable housing programs.
- Excellent communication, negotiation, and problem-solving skills.
- Familiarity with funder compliance and grant reporting.
- Knowledge of northwest Minnesota communities and housing needs
- Ability to work independently and collaboratively in a dynamic environment.
- Experience managing consultant contracts.
- Experience in construction or project management.
- Passion for the missions of the Northwest Minnesota Foundation and North Star Neighbors.

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 (minimum \$52,775 to a maximum of \$85,759), commensurate with experience and qualifications.
- The primary location for this position may be a remote work location within the 2-tribal nation and 12-county region served by the Foundation or live outside the region and commute multiple days per week to the Foundation's headquarters in Bemidji, Minnesota. Regardless of location, the individual must spend sufficient time at headquarters to ensure effective team and organizational collaboration
- This position will require travel locally, regionally, state-wide, and potentially nationally.