

## **JOB ANNOUNCEMENT**

**Position:** Program Manger  
**Employer:** Central Minnesota Housing Partnership  
**Location:** St. Cloud, MN  
**Reports to:** Community Development Director

**The Central Minnesota Housing Partnership (CMHP)**, a leading regional non-profit housing organization, seeks a motivated Program Manager to our staff team. CMHP administers a variety of housing service, finance and education programs; develops multifamily and single-family affordable housing; and manages rental properties in a sixteen-county region of central Minnesota.

### **Responsibilities and duties include:**

Provide coordination and staffing to a coordinating committee/regional homeless housing network of homeless service providers.

Coordinate preparation of regional application for homeless service provision (HUD NOFA) and oversee and provide technical assistance to homeless service providers in application preparation and service delivery. Program and project budget coordination.

Assist service providers in the development of housing programs and projects for the homeless.

Assemble and coordinate reporting of service providers.

Plan and coordinate implementation of housing programs and projects.

Coordinate regional homeless network activities with state government and coalitions.

Administer contracts, follow and develop procedures and meet reporting (financial and narrative) to funding sources.

### **Qualifications:**

Minimum of two years experience in affordable housing program or housing project development activities.

Experience in working with community, public, and private sectors to successfully design and implement affordable housing strategies.

Knowledge and sensitivity to the issues and needs of low-income and homeless individuals.

Possess leadership skills in small group and coalition coordination.

Excellent oral and written communication skills including ability to write and prepare grant proposals and make group presentations.

**Educational Experience:** Bachelor's degree required.

Please send *cover letter and resume* to Ginger Rudberg by e-mail: [ginger@cmhp.net](mailto:ginger@cmhp.net) or Ginger Rudberg, CMHP, 37 28<sup>th</sup> Ave. N., Suite 102, St. Cloud, MN 56303