



Homeownership Education/Counseling Program Manager

Position available at Minnesota Housing Finance Agency

POSTING DATE: January 29, 2013

EXPIRATION DATE: February 6, 2013

Summary of Position

Manage Agency-funded homebuyer education and counseling programs, including foreclosure prevention counseling.

Essential Job Duties

- Coordinate Neighborhood Foreclosure Mitigation Program (NFMC)
- Coordinate Emergency Homeownership Loan Program (EHLA)
- Coordinate Homeownership Education Counseling and Training (HECAT) request for proposal (RFP)
- Review HECAT applications
- Coordinate special foreclosure mitigation special projects as needed

Minimum Qualifications

- BA or 3 years of equivalent experience.
- Experience working with housing programs with multiple and complex funding sources
- Experience with home ownership education/counseling programs
- Strong customer service skills
- Strong written and verbal communications skills
- Critical thinking, reporting and analytical skills
- Ability to work with a wide variety of internal and external partners, including lenders, real estate agents, homebuyer educators/counselors, local units of government, non-profit agencies, developers and the general public.

Preferred Qualifications

- Experience with federal housing programs
- Experience with program monitoring/auditing
- Housing program management experience
- Experience with foreclosure mitigation programs

Annual Salary Range

44,683-65,939

Benefits

Minnesota Housing is a State of Minnesota agency and provides excellent benefits including 100% employer paid health insurance for employees with very reasonable rates for family coverage, dental insurance, employer-paid life insurance, flexible spending accounts, defined benefit pension plan as well as pre-tax and ROTH retirement accounts, generous vacation & sick leave, exceptional tuition reimbursement program and 11 holidays per year.

To Apply:

1. Submit a cover letter and resume indicating current salary to mhfa.resumes@state.mn.us In the subject line, indicate the job title or requisition number of the posting you are applying for.
2. Visit www.careers.state.mn.us and search for requisition 13HFA000005 to upload your resume.

About Minnesota Housing:

Minnesota Housing has a national reputation as one of the finest housing finance agencies in the country and works to provide access to safe, decent and affordable housing.

It offers products and services to help Minnesotans buy and fix up their homes, and supports the development and preservation of affordable rental housing through both financing and long term asset management—all of which help stabilize the lives of some of the State's most vulnerable citizens and build stronger communities.

For more information about Minnesota Housing go to: <http://www.mnhousing.gov/>

Affirmative Action/ Equal Opportunity Employer

This information can be made available in alternative formats to individuals with disabilities by calling (651) 259.3637 or (651) 282-2699 (TTY).