



Homeownership Training and Program Manager Housing Development Officer Senior

Position available at Minnesota Housing Finance Agency

Who may apply:

This position is open to bidders and qualified internal or external candidates simultaneously. This vacancy will be filled in accordance with contract provisions. Eligible bidders will be considered prior to filling the position via other means.

POSTING DATE: May 28, 2020 **EXPIRATION DATE:** June 18, 2020

DIVISION: Single Family

SUPERVISOR: Laura Bolstad Grafstrom

JOB CLASS: Housing Development Officer Senior

EMPLOYMENT CONDITION: Full-time, unlimited, classified.

Minnesota Housing is hiring! We're a mission-focused bank looking for a candidate to join our Homeownership and Home Improvement team as our Homeownership Training and Program Manager. You'll have the opportunity to work on a dynamic team that manages our home mortgage programs, including down-payment and closing cost loan programs, affordable first mortgage loans, and home improvement loans with over \$1 Billion in annual loan production. You will identify our lender network's training needs and coordinate in-person, webinar, and specialized trainings, and maintain our eLearnings to provide lenders the information and resources they need to successfully originate Minnesota Housing loans. You will trouble-shoot lender issues and recommend and implement program changes to make our programs more user-friendly and effective at meeting borrower's needs. Your work will contribute to the Agency's core mission work of providing affordable housing for all Minnesotans and will advance our goal to reduce Minnesota's homeownership gap by helping more people of color and indigenous communities achieve homeownership.

Please Note- While this position is an office-based position, Minnesota Housing employees are currently teleworking.

Essential Job Duties

- Assist the eLearning Manager to create and execute the overall training plan using eLearning, webinars, and in-person training to meet lenders training needs and the goals of the department.
- Maintain eLearning for the Single Family Division and develop training materials, including course design documents, course outlines, course descriptions, PowerPoint slides, diagrams, interactive activities and assessments.
- Assist as needed with the management and administration of the learning management system.
- Lead in-person webinars and specialized training to improve lender success. This includes event coordination, prioritizing training needs, and collaborating with subject matter experts. Requires occasional travel.

- Organize targeted outreach to lenders, as needed.
- Identify issues that cannot be addressed through training, and recommend and implement program and process changes to make programs more user-friendly.
- Manage and write eNews Communications to the state-wide lender and real estate partner network.
- Perform other duties as assigned.

Minimum Qualifications

- Bachelor's degree in business administration, finance, housing, real estate, public policy, or closely related field plus three (3) years of experience working in homeownership lending or the administration of city/county/non-profit/state single family housing programs.
- Four (4) years of experience, as described above, will be accepted in lieu of a Bachelor's degree.

AND:

- Experience with Articulate Storyline or similar eLearning authoring tool(s).
- Demonstrated experience in public speaking and/or training.
- Strong written and verbal communication skills.
- Strong project management skills.
- Critical thinking/problem solving skills.
- Demonstrated organizational and time management skills.
- Proficient in PowerPoint and Microsoft Word.

Preferred Qualifications

- Experience with Minnesota Housing's homeownership and/or home improvement programs including Start Up, Step Up, Monthly Payment Loan, Deferred Payment Loan, and Fix Up.
- Proficient in eLearning authoring tools such as Articulate Storyline.
- Experience in adult learning principals and instructional design.
- Bi-lingual or fluent in more than one language.

Physical Requirements

- Requires occasionally lifting and/or carrying such articles as file folders, ledgers, and small tools. A certain amount of walking and standing is often necessary in carrying out job duties

Additional Requirements

This position requires the successful completion of the following:

- Reference Checks
- Driver's License Check
- Job- related Criminal Background Check

Annual Salary Range

\$25.94 - \$38.29/hourly; \$54,162 - \$79,949/annually

To Apply:

External candidates should apply via this weblink:

https://careers.mn.gov/psp/hcm92apc/MNCAREERS/HRMS/c/HRS_HRAM.HRS_APP_SCHJOB.GBL?Page=HRS_APP_JBPST&FOCUS=Applicant&SiteId=1001&JobOpeningId=40459&PostingSeq=1&languageCd=ENG

Internal candidates who are interested in applying should go to [Employee Self Service](#) > Careers and search for Job ID 40459.

Why Choose Minnesota Housing?

Our culture consists of passionate, mission-driven employees focused on delivering the best programs possible to help Minnesotans access safe, affordable housing. We invest in our employees' futures by providing a variety of professional development opportunities. We're committed to providing employees with work-life balance by offering many work schedule options, flexible schedules and limited overtime. That's why our average employee tenure is 11 years.

At Minnesota Housing, we know that affordable housing is an essential part of Minnesota's infrastructure. When you work here, you're helping to build stronger communities. We also have a national reputation as one of the finest housing finance agencies in the country.

Our top notch benefits include extremely inexpensive health insurance for employees and dependents, generous vacation and sick leave plans, eleven holidays per year, and tuition assistance. We offer a defined benefit pension plan with a guaranteed, life-long benefit based on tenure plus pre-tax and ROTH options to supplement the pension. For more information, visit our website at 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).