



Federal Programs Specialist

Position available at Minnesota Housing Finance Agency

POSTING DATE: January 2, 2013

EXPIRATION DATE: January 16, 2013

Summary of Position

Provide program management for the federally-funded Neighborhood Stabilization Program (NSP), including program auditing and monitoring.

Essential Job Duties

- Provide professional-level coordination of a federally-funded foreclosure mitigation program.
- Coordinate monitoring of NSP sub-recipients.
- Audit NSP transactions for compliance with federal and Agency requirements.
- Process and monitor funds disbursements.
- Provide technical assistance to sub grantees.
- Proactively look for process and/or forms improvements to make the program more effective and efficient.
- Identify and mitigate sub-grantee identified issues and problems.

Minimum Qualifications

- BA or equivalent experience
- Strong customer service skills
- Strong written and verbal communications skills
- 2 years' experience with single family home ownership or home improvement programs, plus experience with single family development programs, including foreclosure mitigation.
- Critical thinking, reporting and analytical skills
- Ability to work with a wide variety of internal and external partners, including local units of government, non-profit agencies, developers and the general public.

Preferred Qualifications

- Experience working with housing programs with multiple funding sources.
- Experience with home ownership education/counseling programs

Annual Salary Range

\$40,361.04 - 59,194.80

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 13HFA000001 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).