

# Affordable Housing - Manager of Strategic Initiatives and Training

*Work, Grow, and Make a Difference*

## AFFORDABLE HOUSING CONNECTIONS

AHC is a unique non-profit organization that provides affordable housing compliance monitoring and training for government agencies, property owners, developers and managers. As Minnesota's premier independent compliance agency for 30 years, our mission is to help ensure the continuing availability of affordable housing by providing great service, value, and integrity to program stakeholders.

## THE POSITION

Incumbent is a member of the Management Team, reporting to the Executive Director. Responsibilities will be to implement key aspects of the Strategic Plan, including:

1. Conducting needs assessments for new, expanded or improved services.
2. New program development (pilot programs that may lead to ongoing new business).
3. Expanded technical assistance and program services to existing customers, including communication vehicles and frequency of communication, as well as design and development of training seminars and classes aimed at improving industry expertise in program compliance. Incumbent is not expected to be an instructor for AHC's TCCS or TCCP certification course or the Affordable Housing Certificate Program.
4. Growth into new geographic markets both in Minnesota and in other states.
5. Evaluating whether AHC's organizational culture is collegial, nimble, and professional with visible representations of our organization's identity and customer-focused culture in all our interactions. Assessing whether customers know that their concerns are being addressed with expert, responsive, and reliable attention.
6. Developing opportunities for AHC to engage in "soft" marketing and "branding" by convening thoughtful leaders within the affordable housing community around topics of reemerging issues.

Incumbent is expected to provide staff support to one or more AHC Board task forces and may supervise activities of contract staff or interns to accomplish goals in a timely manner. Some travel may be involved, primarily in Minnesota but occasionally out of state, to attend industry conferences or meetings, or to advise customers. Flexible work scheduling and remote work access will be available.

## QUALIFICATIONS

Applicants must demonstrate expert knowledge of and at least five years of progressively responsible experience in working with requirements of Section 8, Section 42 LIHTC, HUD HOME and related programs.

Best Qualified applicants will have at least three years of experience:

1. Supervising compliance and training staff in these program requirements.
2. Documented involvement in at least one affordable housing industry group (e.g., MN NAHRO, MN Multi-Housing Association, etc.).

Salary will be commensurate with experience and competitive benefits will be provided.

**WHY APPLY? AHC offers:**

- Competitive pay and benefits
- Opportunities for professional growth
- Flexible hours (some remote work possible)
- The chance to make a difference in the affordable housing community/field

**LOCATION**

AHC is in Saint Paul's historic and vibrant Cathedral Hill neighborhood, near I-94 and Dale with easy access to highways and both downtowns. AHC's offices and training center are in the historic Blair Arcade, which offers free parking and has a coffee shop/café, spas, salons and other services within the building.

**Interested? Please send cover letter, resume, and job application to [jessica@ahcinc.net](mailto:jessica@ahcinc.net)**

**Job application can be found on our website [www.ahcinc.net](http://www.ahcinc.net)**