



Housing Development Manager - Moderate Income Housing (MIH)

Topeka, KS

KHRC is looking for a Housing Development Manager - MIH. Key duties include:

- Manage and review funding applications for KHRC state development resources including Moderate Income Housing and the Kansas Housing Investor Tax Credit (MIH and KHITC). Manage the preparation of application review materials and make funding recommendations, manage the drafting of loan documents, and monitor compliance with the program rules and other applicable laws and regulations.
- Provide management, coaching/mentoring, review of work, and on-going performance reviews/feedback for direct staff.
- Communicate effectively with applicants, grantees, and stakeholders related to MIH resources. A quality candidate will have a thorough understanding of local government topics, trends, and operations.
- Maintain and develop relationships with community leaders and regional groups participating in housing development.
- Ensure that MIH funds and KHITC's are appropriately used.
- Ensures timelines for completion of projects are met.

Knowledge, Skills and Experience

Bachelor's degree in a related field and four years of experience in a field related to affordable housing and/or community development. Strong preference will be given for a candidate with public administration, city/county management, economic development and/or housing development experience. A combination of education and experience may be accepted as determined relevant by KHRC. Knowledge and experience with Microsoft Office Suite with proficiency in Word, Outlook, and Excel.

What we offer

Paid Time Off
Discretionary Day
Paid Holidays
Paid Maternity/Paternity Leave
Medical, Dental and Vision Insurance
Retirement Plan
Tuition Assistance
Paid Covered Parking

Resumes will be accepted through Friday, July 26, 2024

Kansas Housing Resources Corporation

We help Kansans access the safe, affordable housing they need and the dignity they deserve.

KHRC is committed to providing access, equal opportunity and reasonable accommodation to all individuals in employment, its service, programs and activities.

TO APPLY, SEND COVER LETTER AND RESUME TO:

Deanna Johnson
Director of Human Resources
611 S Kansas Avenue, Suite
300 Topeka, KS 66603

PHONE:
785-217-2009

WEBSITE:
kshousingcorp.org

EMAIL:
hr@kshousingcorp.org

Pay range for this position is \$79,603 to \$114,033 per year depending upon experience.