

## HUD Program Administrator

Full-Time Position

Reports to: Manager of HUD Programs

Salary Range: \$55,000 - \$62,500/year

### OVERVIEW

Missouri Housing Development Commission (MHDC) is the Housing Finance Agency for the state of Missouri. MHDC is responsible for administering numerous federal and state affordable housing-related programs targeted to Missourians with extremely-low to moderate incomes.

The state of Missouri receives millions of federal and state dollars each year to provide housing-related assistance and facilitate the development of affordable housing. In addition to MHDC's administration of typical housing-related funding, as a result of the COVID-19 pandemic, millions of dollars in additional federal funding is currently being distributed through MHDC to provide housing relief for homeless and extremely-low to moderate income individuals and households.

### CULTURE

MHDC is a mission-driven organization providing affordable housing opportunities for extremely-low to moderate income Missourians. The organization offers a rewarding career in public service by providing the opportunity for dynamic, impactful and fulfilling work serving individuals and families across the entire state. MHDC is a relatively small organization with fewer than 150 staff and maintains a high staff retention rate. The COVID-19 pandemic has demanded transformation in the way work is completed and how organizations function. MHDC values staff input throughout exciting organizational improvements.

### BENEFITS

MHDC strives to be an employer of choice and offers competitive pay, flexible scheduling, life balance including with generous time off, casual dress code, downtown location with paid parking, and extensive benefits. In addition, MHDC is a governmental employer, which may provide qualifying employment for the Public Service Loan Forgiveness Program (PSLF).

- Hybrid Teleworking-eligible position after 90 days (minimum 2 days a week in office)
- Telework Technology and Equipment Provided after 90 days
- Health Insurance with Immediate Coverage
- Flexible Work Schedule
- State of Missouri Pension
- Paid Covered Downtown Parking
- Prime Downtown Location – on Street Car Line (KC)
- Tuition Reimbursement
- Immediate Time-off Accrual and Use
  - 3 Weeks Paid Time-off (annually)
  - 3 Weeks Paid Time-off (medical)
  - 13 Paid Holidays (annually)
  - 6 Weeks Paid Parental Leave
- Paid Professional Licensure / Fees / Continuing Education
- Paid Professional Development Opportunities

### COMPENSATION

	Low	to	High
Annual Base Salary	\$55,000		\$62,500
Annual Benefits Value	\$44,987	to	\$49,228
<hr/>			
TOTAL COMPENSATION VALUE:	\$99,987	to	\$111,728

\*Actual total compensation is based on benefit elections.

## **WORKING REQUIREMENTS**

- Hybrid Teleworking-eligible position after 90 days
- In-office at minimum 2 days/week up to full-time
- Office location downtown Kansas City, Missouri
- Periodic day and overnight travel (< 5%)

## **ROLES AND RESPONSIBILITIES**

### **Summary**

MHDC is seeking a full-time HUD Program Administrator to assist with coordination and oversight of federal housing funds. The HUD Program Administrator will work individually and as part of a team to assist with the administration, planning, and oversight of millions of dollars of federal housing-related funding awarded to individuals, non-profit organizations, local governments, affordable housing developers or other contracted entities throughout the state.

### **Essential Duties**

- Assist in program start up for newly awarded federal programs
- Assist in development, implementation and maintenance of internal and external policies and procedures, program materials, and processes to ensure compliance with statutory authority, rules and regulations of HOME Investment Partnerships American Rescue Plan Program (HOME-ARP) programs, and other assigned programs
- Oversee development of applications, forms, and documents for HOME-ARP programs, and other assigned programs
- Assist with yearly reporting and planning. Including, but not limited to, the Annual Action Plan, Consolidated Annual Performance Evaluating Report, Consolidated Plan
- Maintain up-to-date knowledge of assigned program regulations, requirements, and guidance
- Work with and in coordination with internal and external program teams
- Evaluate and modify existing programs to improve effectiveness or efficiency
- Meet reporting requirements for assigned programs, including entry and reporting in the Integrated Disbursement and Information System (IDIS)
- Set up and maintain organization of program files, records, correspondence for the effective administration of applicable program(s)
- Conduct training on assigned programs and develop applicable training materials
- Assist in the evaluation of funding applications and preparation funding recommendations
- Provide on-going communication and reporting to outside federal agencies and other partners
- Represent MHDC at meetings, conferences and speaking engagements, as requested
- Travel throughout Missouri as directed, including long distance travel, overnight and extended stays when necessary
- Provide support for other MHDC grant programs
- Other duties as assigned

## **DESIRED QUALIFICATIONS**

### **Education and Experience**

- Bachelor's degree in: Finance, Accounting, Economics, Business or Public Administration, Social Work, Sociology, Psychology, Community or Economic Development, or a closely related field. Additional years of related experience may substitute for education.
- The ideal candidate will have a background in public policy and administration, prior knowledge and experience planning, implementing, and administering of federal housing funding. Experience in working with programs administered by the Department of Housing and Urban Development (HUD) and its systems is a plus, but not required.

### **Skills**

- Self-starter
- Project management and organization
- Critical thinking and problem solving
- Big-picture thinking

- Ability to manage budgets
- Ability to operate well as part of a team or independently
- Utilize Microsoft office systems proficiently with an emphasis in Excel
- Demonstrate excellent written and oral communication skills
- Attention to detail
- Speak competently to large and small groups
- Openness and adaptability to quickly changing workloads and deadlines