

## Rental Production Manager

Full-Time Position

Salary Range: \$82,500 - \$90,000 /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. MHDC works with many partners and stakeholders throughout the state of Missouri to fulfill MHDC's mission and goal to increase the availability of affordable housing through three main programmatic areas of affordable housing supply and demand needs: (1) Affordable Housing Development; (2) Single Family Homeownership; and (3) Homelessness Assistance.

### 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. In recent years MHDC has embraced the 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 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). Below are just some of the benefits that MHDC is able to offer to full-time employees:

- Hybrid Teleworking-eligible position after 90 days (minimum 2 days a week in office)
- Telework Technology and Equipment Provided
- Health Insurance with Immediate Coverage
- Flexible Work Schedule
- State of Missouri Pension
- Paid Covered Downtown Parking
- Prime Downtown Location
- 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       | High      |
|-----------------------------|-----------|-----------|
| Annual Base Salary          | \$82,500  | \$90,000  |
| Annual Benefits Value       | \$63,708  | \$67,949  |
| <hr/>                       |           |           |
| TOTAL COMPENSATION VALUE:** | \$146,208 | \$157,949 |

\*\* Actual total compensation is based on benefits elections.

## **WORKING REQUIREMENTS**

- Hybrid Teleworking-eligible position after 90 days
- In-office (up to full-time) in the Kansas City, Missouri office

## **ROLES AND RESPONSIBILITIES**

MHDC is seeking a full-time Rental Production Manager to direct staff and oversee the administration of the Affordable Housing production cycle. The Rental Production Manager reports to the Affordable Housing Director within the Affordable Housing division. The Affordable Housing division oversees the administration of the public-private partnership for the development of affordable multifamily rental properties for the state of Missouri. The Affordable Housing division administers federal and state Low-Income Housing Tax Credits (LIHTC) and the HOME Program and Housing Trust Fund federal sources to finance affordable multifamily rental housing developments.

## **ESSENTIAL DUTIES**

- Work in conjunction with Affordable Housing Division staff to develop and implement efficient and strategic process to support multifamily housing programs.
- Oversee and manage the Rental Production team.
- Direct and oversee the overall operations of the Rental Production programs, including staff workload and managerial oversight for assigned projects.
- Develop and improve existing standards, processes, and tools for effective project management.
- In coordination with the Director and senior staff, oversee the coordination and completion of the Affordable Housing application process, and production cycle.
- Oversee Rental Production reporting, ensuring the federal and state reporting deadlines are met.
- Work with the Director to ensure effective usage and adoption of business tools and software systems.
- Ensure clear communication and alignment with internal and external stakeholders throughout the production lifecycle, address any issues that may impede project progress, and develop solutions.
- Ensure compliance with federal and state requirements associated with Affordable Housing program funds.
- Support the Affordable Housing Director at Commission meetings and assist in research requests as directed by the Commission and senior staff.
- Mentor and develop team members, fostering a culture of accountability, collaboration, and innovation to drive high-performance.
- Maintain and protect confidential information.
- Compile data and draft documents or reports necessary for efficient administration of business.
- Travel throughout Missouri as directed, including long-distance travel, overnight, and extended stays when necessary (~ 10%).

## **DESIRED QUALIFICATIONS**

### **EDUCATION AND EXPERIENCE**

- Bachelor's degree in Public Administration, Community or Economic Development, Urban Planning, Construction Management, or a closely related field or experience preferred.
- 3-5 years of managerial experience preferred.
- 5 years of project management experience, certification preferred.
- The ideal candidate will have a background in multifamily real estate development with experience in affordable housing.

### **SKILLS**

- Proven ability to lead team of multiple staff and develop high-performing team environment.
- Ability to manage competing priorities and deadlines.
- Project management and organization.
- Critical thinking and problem-solving.
- Ability to exercise sound judgment and perform and oversee diverse, advanced, and sometimes confidential administrative functions.
- Ability to operate well as part of a team or independently.

- Utilize Microsoft Office systems proficiently with solid skills 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.

To be considered for the position, please submit your resume and cover letter online.