

Housing Program Administrator
Full-Time Position
Reports to: Community Programs Manager
Salary Range: \$58,000- \$60,000/year

OVERVIEW

Missouri Housing Development Commission (MHDC) is the Housing Finance Agency for the state of Missouri. MHDC is a mission-driven organization providing affordable housing opportunities for extremely low to moderate income Missourians with both federal and state funding. 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.

BENEFITS

MHDC strives to be an employer of choice and offers competitive pay, life balance including with generous time off, business casual dress code, downtown location with paid parking, and extensive benefits.

- Health Insurance with Immediate Coverage
- Flexible Work Schedule
- State of Missouri Pension
- Paid Covered Downtown Parking
- Prime Downtown Location
- Tuition Reimbursement
- Paid Professional Licensure / Fees / Continuing Education
- Paid Professional Development Opportunities

LEAVE TIME

Annual Leave and Medical Leave accrual begin immediately.

- 3 Weeks Paid Time-off (Annual Leave)
- 3 Weeks Paid Time-off (Medical Leave)
- 13 Paid Holidays (annually)
- 6 Weeks Paid Parental Leave

COMPENSATION

	Low Salary	High Salary
Annual Base Salary	\$58,000	\$60,000
Annual Benefits Value	\$47,030	\$48,160
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TOTAL COMPENSATION VALUE*	\$105,030	\$108,160

*Actual total compensation is based on benefit elections.

WORKING REQUIREMENTS

In-office - Downtown Kansas City, Missouri

ROLES AND RESPONSIBILITIES

Summary

MHDC is seeking a full-time Housing Program Administrator to support the Community Programs division with managing and maintaining grants and records.

Essential Duties

- Set up and maintain organization of program files, records, correspondence for the effective administration of business.
- Design and implement program, financial, or compliance processes in collaboration with management.
- Create training materials and provide technical assistance to funded partners.
- Travel to physical locations of funded partners to conduct financial and program audits.
- Maintain and apply up-to-date knowledge of state and federal housing program regulations.
- Provide on-going communication and reporting to outside federal and state agencies.
- Provide on-going communication and reporting to funded partners and other stakeholders.
- Compile data and draft documents or reports as requested or necessary.
- Represent MHDC at meetings, conferences, and speaking engagements, as requested.
- Notifies and updates supervisor of any impending or continuing problems with a funded partner.
- Must comply with all policies of MHDC.
- Must comply with any reasonable request of any member of management.
- Conducts self in a professional manner and projects a positive image of MHDC through communications, attitude, and appearance.
- Perform other related duties as assigned.

DESIRED QUALIFICATIONS

Education and Experience Preferences

- A bachelor's degree from an accredited college or university is preferred.
- Experience working in affordable housing or housing services is a plus.

Skills

- Individual must have the ability to read, write, understand and spell the English language, and the ability to communicate with individuals or groups by phone or in person.
- Must have the ability to receive, recall and follow communications and complex oral or written instructions.
- Ability to utilize Microsoft Office proficiently, particularly Excel.
- Project management and organization.
- Critical thinking and problem solving.
- Ability to operate well as part of a team or independently.
- Excellent written and oral communication skills.
- Attention to detail.

- Ability to speak competently to large and small groups.
- Openness and adaptability to quickly changing workloads and deadlines.
- Willingness to travel within the state or Missouri on a regular basis.

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