



Position Announcement: Homeownership Services Program Manager

Salary Range: \$65,000-\$80,000

About PRG

PRG is powerfully positioned to address some of the most deeply rooted housing and wealth disparities in our community. We envision a future where all people have equitable access to homes and neighborhoods are places of opportunity. We will get there by combining affordable homeownership development with homeownership education and one-on-one advising to help all aspiring homeowners, especially BIPOC families, achieve and maintain successful homeownership. PRG has been a trusted nonprofit organization in Minneapolis since 1976. We serve the seven-county Twin Cities metro area.

POSITION OVERVIEW

The Homeownership Services Program Manager is the lead member of PRG's homeownership services team and reports to the Executive Director. The Program Manager oversees all aspects of PRG's homeownership advising and education services with an emphasis on narrowing the racial homeownership gap. The Program Manager will oversee, support, and facilitate the work, including supervision of four program staff, provide limited direct services to clients, and fulfill PRG's contractual obligations with funders.

PRIMARY AREAS OF RESPONSIBILITY

A successful Program Manager will have experience with and competency in each of the areas identified below, or a willingness and capacity to develop such expertise.

Program Management. Development and implementation of annual program goals, strategies, and budget. Supervision of program activities, case management, and staff.

Direct Services. Limited provision of direct services to consumers including homebuyer education classes, one-on-one financial coaching, homebuyer advising, and foreclosure prevention advising.

Marketing and Outreach. Development of the marketing and outreach strategy for PRG's homeownership advising services programs, oversight of its execution, and assessment of its effectiveness.

Grants and Contract Management: Research, prepare, and submit funding requests, ensure consistent funder compliance, and complete all contractual reporting requirements.

Organizational Culture and Teamwork. Work through challenges while staying committed to mission and values; be accountable to colleagues with the understanding that others are impacted by the quality and timeliness of your work; treat coworkers, partners, and clients with respect; acknowledge and appreciate that people come from a wide variety of backgrounds; commitment to superior customer service; be a team player that pitches in when needed, deliver on commitments, and demonstrate appreciation for other's contributions; care deeply about racial equity and want people to have the opportunity to create wealth and sustain it through homeownership.

QUALIFICATION REQUIREMENTS

- a. Highly organized, self-motivated, and able to manage complex projects and programs, competing priorities, and tight deadlines.
- b. Demonstrable history in refining, developing, and implementing new processes and systems.
- c. Excellent data analysis and reporting skills.
- d. Successful management of contracts, grants, or other publicly funded programs with keen attention to detail and timelines.
- e. Strong oral and written communications skills, including the ability to complete funding applications and reports, and speak with a wide variety of stakeholders.
- f. Demonstrated experience engaging and working with communities of color and low-income individuals/families.
- g. Proven experience managing staff whether they need a cheerleader, a coach, or a taskmaster.

DESIRED SKILLS and ABILITIES

- a. Certification in Financial Capabilities, Homebuyer Education, Homebuyer Counseling, and Foreclosure Counseling as well as HUD Housing Counseling Certification.
- b. Experience in affordable housing programs, housing counseling, and/or financial coaching.
- c. Strong financial skills including knowledge about credit, debt, money management, financial products and services, and consumer protection laws.
- d. Ability to effectively communicate in the public forum to convey information and listen to people's concerns and comments.
- e. Proven successful program management experience.

The physical duties associated with this position are consistent with duties associated with work performed in an office setting. This position requires the ability to travel for training, occasional meetings, and events, and the Program Manager must have access to reliable transportation and the ability to transport materials that are used to facilitate classes and outreach events. This position description serves only as an overview of anticipated day-to-day responsibilities, and the Executive Director retains the discretion to add duties or change the duties of this position at any time.

COMPENSATION

This is a full-time, exempt position with a salary range of \$65,000-\$80,000, commensurate with experience and qualifications. PRG offers a competitive benefits package, including a 37.5-hour workweek.

TO APPLY

Submit a cover letter and resume in one PDF to Executive Director Kathy Wetzal-Mastel, kathy@prginc.org with the subject line: program manager application. To be considered in the first round of screening, please submit your application by August 24, 2023. This position will remain open until filled.

*PRG is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment, regardless of their race, color, creed, religion, ancestry, national origin, sex, sexual orientation, gender identity, disability, age, marital, or familial status or status with regard to public assistance or other protected status. **Applicants of color are strongly encouraged to apply.***