



## Job opportunity | Community Assistance Project Manager

The Massachusetts Housing Partnership (MHP) is a non-profit, quasi-public organization and a leader in affordable housing finance. MHP works with communities, developers and borrowers to create innovative policy and financing solutions that provide affordable homes and better lives for the people of Massachusetts. At MHP, we celebrate diversity and are committed to creating an inclusive environment for all employees.

MHP's Community Assistance team provides support to communities and nonprofits for the production of affordable family housing across the state and internally, support to the lending team for the 40B PEL process. This support includes; state-level policy work, trainings, workshops, publications, and direct and third-party technical assistance as well as research at the community level regarding zoning and key benchmarks.

MHP's Community Assistance Team is seeking a **Community Assistance Project Manager** to support the team's technical assistance work to communities, housing authorities and nonprofits. This position reports to the Director of Community Assistance.

The position requires a deep working knowledge of affordable housing development and the state's capital sources for affordable housing production. Familiarity with state public housing and public procurement laws is beneficial.

The Community Assistance Project Manager will be working with municipalities and housing authorities to assess community opportunities for new affordable housing production. This may include: community meetings and education about affordable housing development, resources, and processes; managing site specific pre-development due diligence; preparing requests for proposals for third-party technical assistance; fiscal feasibility analysis; supporting local efforts for the disposition of public land.

All Community Assistance team members participate and support MHP's training programs, in particular the annual Housing Institute in June.

**Applicants must have a minimum of 3 years' direct experience developing affordable housing in Massachusetts.**

MHP provides a comprehensive benefits package including health, life, dental, and disability insurance, flexible spending accounts, a public transportation benefit, educational assistance, paid time off and family leave, flexible work schedule and a fully vested employer-matched retirement plan. MHP is an Equal Opportunity Employer.

**To apply:** Please send a cover letter (required) and resume to Human Resources, MHP, 160 Federal Street, Boston, MA 02110. E-mail: [mhphr@mhp.net](mailto:mhphr@mhp.net)

