



Position Description

Manistee County Housing Ready Program Coordinator

Position Summary

Housing North, in collaboration with the Manistee County Housing Action Team (HAT), seeks an individual to lead a Housing Ready Program in Manistee County, Michigan. The individual selected for this position will be a catalyst for housing solutions and a principal point of contact within the community for information, tools, and resources needed to effectively address housing challenges. The position is full time, employed by Housing North, and based in Manistee County.

Background

Housing North is a non-profit organization governed by a 10-member Board of Directors representing business, philanthropy, local government, and more. We build awareness, influence policy, and expand capacity so communities can create housing solutions that meet their unique needs in the rural 10-county region of Antrim, Benzie, Charlevoix, Emmet, Grand Traverse, Kalkaska, Leelanau, Manistee, Missaukee, and Wexford counties. Housing North works closely with and through local and county-level communities and partnerships. The local committee for Housing North is the Manistee County Housing Action Team.

The recently formed Manistee County Housing Action Team is a cross-sector group of municipalities, organizations, businesses and individuals committed to a coordinated solution to the community's housing challenges. The goal of the HAT is to ensure that diverse housing options are available in Manistee County for residents of all ages, incomes, and household types in order to support and grow a vibrant community and diverse local economy. The Housing Ready Program Coordinator will lead implementation of the HAT's strategies toward achieving this goal.

In 2018, the City of Manistee was selected to participate in the Rising Tide Initiative. The Michigan Economic Development Corporation, Talent Investment Agency and Michigan State Housing Development Authority (TED team), now the Department of Labor and Economic Opportunity (LEO), committed their assets to engaging specific communities across the state in order to empower them to shape their future and maximize economic potential. One of the outcomes of the initiative was the development of the [City of Manistee Housing Action Plan \(2019\)](#) which provides important context for this position.

Primary Responsibilities

Housing North and the HAT seek to employ an individual to lead/coordinate the community's efforts to increase the quality, diversity, affordability and availability of Manistee County housing to serve current and prospective residents. Housing North, the HAT, and the Housing Ready Program Coordinator will work together to outline an Annual Work Plan for the position.

- Serve as the primary point of contact for housing related questions and provide referrals to appropriate partners and resources
- Work with community partners to effectively communicate the need for housing solutions in Manistee County and help educate locally elected officials and community members about best practices for housing solutions
- Support partner efforts to encourage and assist units of government with adopting zoning that alleviates community housing challenges
- Work with community partners and the Director of Economic Development (MACOC) to identify priority sites for housing opportunities and garner community support
- Work with community partners to assist in building development capacity for housing including rehabilitation programs and supporting new construction within Manistee County
- Research, seek and implement grants from local, state and national sources to leverage financial support for addressing Manistee County's housing challenges
- Development of clear guidelines outlining the process, available funding vehicles, and timetables for programs and incentives
- Coordinate and build upon the goals and actions of the 2019 *City of Manistee Housing Action Plan* and other associated housing plans and strategies
- Coordinate specific housing related incentives, funding programs and partnership opportunities around specific properties and act as a single point of contact for developers and investor

Experience and Qualifications

The individual selected for this position will be self-starting, energetic, and driven to make an impact on the area's housing situation. An individual is expected to have the following qualifications:

- At least 5 years of experience working in a public policy environment to influence land use decisions, planning, housing policies, finance, economic development, and/or real estate development
- A strong commitment and track record of collaborative leadership working with diverse partners and within coalitions, strong finance and communications skills, a background in housing or community development, and the ability to work in a complex system with undefined parameters

- Compelling public speaking ability to advocate for housing projects, and must be able to work with boards, groups, and individuals in a positive and professional manner.
- A bachelor's degree in urban planning, public administration, nonprofit administration or real estate development is preferred

This is a full-time position with benefits, including medical, travel and training stipend, and flexible schedule offered through Housing North. Funding commitments for this position have been secured through 2024 with extension beyond that time period possible. The hiring range is \$55-65,000 annually depending on qualifications. The successful candidate is expected to live in Manistee County. Interested parties can submit a cover letter, resume and salary requirements to Yarrow Brown, Executive Director, Housing North no later than **July 29th, 2022**.

Inquiries are welcome and should be addressed to Yarrow Brown at yarrow@housingnorth.org.