**GENERAL SUMMARY**

Evaluates and develops housing policies and programs and researches and applies for grant opportunities.

**ESSENTIAL DUTIES & RESPONSIBILITIES**

*The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Employees may be requested to perform job-related tasks other than those specifically presented in this description.*

* Research and evaluate studies on the economic, social and organizational implications of housing policy and programs;
* Collaborates with and leads cross-departmental teams in developing or improving MFA processes, products and programs, including design, development and execution;
* Researches and develops a firm understanding of regulations, guidelines and best practices related to processes, products and programs being evaluated;
* Builds and maintains relationships to collaborate with internal and external professional partners in housing and related fields in the accomplishment of policy analysis and research goals.
* Builds relationships with external researchers and professionals in housing and related fields.
* Sources, collects, and utilizes special purpose data for research projects.
* Conducts complex quantitative and/or qualitative analyses.
* Leads teams in the development of policies and programs.
* Analyzes and evaluates policy implications; presents relevant findings in writing and in multimedia through reports, articles, policy briefs, working papers, study findings, fact sheets and executive summaries.
* Completes ad hoc reports in response to executive inquiries.
* Oversees MFA’s grant writing program, including:
  + Monitors grant opportunities, recommends opportunities for MFA and distributes appropriate opportunities to MFA partners;
  + Manages contracts and provides project management oversight of grant writers, as needed;
  + Serves as point of contact between MFA and grant writers and provides internal data and documents to be used in grant applications;
  + Ensures timely and complete submission of grant applications, including in federal online systems; and
  + Maintains grant passwords and accounts.
* Performs other duties as assigned.
* Employees are required to comply with safety regulations, procedures, and protocols

**MINIMUM QUALIFICATIONS**

**Education and Experience**

Bachelor’s degree is preferred

A minimum of five years of experience with federal affordable housing programs, policy and programmatic research and development and qualitative and quantitative analysis.

**Conditions of Employment**

* Must have a valid driver’s license, reliable transportation for in-state travel and be willing to use own vehicle for in-state travel (reimbursable mileage)

**KNOWLEDGE, SKILLS, and ABILITIES**

* Prioritize work
* Relate to and interact with a non-traditional and diverse customers and employee population
* Work independently
* Balance competing requirements
* Apply listening skills, work under pressure, address conflict and solve problems
* Read, analyze, and interpret standards, policies, procedures, and regulations
* Develop and write reports, policies, and correspondence
* Handle common inquiries or complaints
* Effectively present information and respond to questions from customers, employees, and visitors
* Define problems, collect data, establish facts, and draw valid conclusions
* Perform mathematical computations such as addition, subtraction, multiplication, division. Calculate percent distributions, increase rates, and similar computations.
* Exercise good judgment and focus on detail as required by the job
* Operate standard office equipment, such as computer keyboards and monitors, copiers, scanners, and telephone
* Use computer software and systems applicable to the position
* Follow oral and written instructions and procedures
* Collect, organize, and interpret data and prepare accurate records
* Compare data from a variety of sources for accuracy and completeness
* Organize large volumes of detailed data and information
* Verify and maintain accuracy of detailed data and information, detect data errors
* Meet schedules and deadlines of the work unit
* Communicate in English effectively orally and in writing
* Maintain well-organized materials, files, systems and tools
* Adapt to changes in work situations and priorities
* Reason/analyze; use logic to identify and resolve problems
* Evaluate, organize, and summarize data and information
* Establish and maintain constructive and cooperative interpersonal relationships with employees, peers, supervisors, or managers in the work unit and other departments, as well as with employees of outside entities and other individuals, as applicable to the essential duties and responsibilities

**Non-Negotiables**

* Provide high level of quality service to external as well as internal customers 100% of the time.
* Promote a team environment 100% of the time.
* Positive support of management decisions.
* Dependable and productive
* Good communication and interpersonal skills
* Shows initiative and works independently
* Produces quality work products
* Exhibits adaptability and flexibility

**WORK ENVIRONMENT**

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Work is performed in a standard office or indoor environment. Essential functions are regularly performed without exposure to adverse environmental conditions, however, employees may be exposed to minor inconveniences such as occasional noise, exposure to computer screens, crowded working conditions, and/or minor heating, cooling or ventilation problems.

Employees in the position may be exposed to rude/irate customers, or other individuals.

**PHYSICAL DEMANDS**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**Sedentary Work:** Performing the essential functions typically requires exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently. The work involves sitting most of the time.

The work typically involves talking, hearing, and seeing; keyboarding, typing, and use of a computer monitor; moving and organizing papers and other light office materials; filing and retrieving documents; and similar sedentary office work.

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*MFA is an Equal Opportunity Employer.*

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| **Employee’s Signature:** |  |
| **Date:** |  |
| **Supervisor’s Signature:** |  |
| **Supervisor’s Title:** |  |
| **Date:** |  |

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| **Date created:** | MM/DD/YY |
| **Dates revised:** | MM/DD/YY |