

Job Description

Job Title:	Senior Research and Development Manager		
Job Level:		FLSA Status:	Exempt
Reports To:	Director of Policy and Planning		

GENERAL SUMMARY

Evaluates and develops housing policies and programs, evaluates, and proposes improvements to existing programs, develops new programs, researches and applies for grant opportunities and assists departments in achieving strategic initiatives. Manages implementation of programs and projects, provides technical assistance to partners to increase housing production, develops housing capacity and oversees project completion.

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.

- Conducts year-around outreach to legislators, local government officials, council of governments, service providers, community partners, and other stakeholders to raise awareness around MFA's impact and to gather information to inform MFA policy priorities.
- Leads business development activities, including cultivating a pipeline of projects for the New Mexico Housing Trust Fund.
- Assists with the legislative process, including serving as a liaison to Legislative Finance Staff and Legislative Council Services, drafting fiscal impact reports, and reporting on legislative outcomes to MFA partners.
- Leads the New Mexico Housing Trust Fund program use planning process, reporting various department outcomes, and tracking program income.
- Leads an annual evaluation of the New Mexico Housing Trust Fund based on various performance metrics, including individuals/households served, units financed, program income, and geographic reach.
- Assists with strategic planning activities.
- Supports coordination with state agencies, including Aging and Long-Term Services, the Department of Finance and Administration and Human Services Division.
- Supports implementation of the New Mexico Housing Strategy.
- Identifies, conceptualizes and executes evaluations or studies on the economic, social and organizational implications of housing policy and programs
- Researches and evaluates studies on the economic, social, and organizational implications of housing policy and programs
- 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
- Represents MFA with local, state and federal officials to discuss housing policies and programs and make recommendations.
- Provides guidance and support to the Research and Development Manager in their duties.

- 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.
- 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 required. Master'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.

MFA is an Equal Opportunity Employer.

Employee's Signature:	
Date:	
Supervisor's Signature:	
Supervisor's Title:	
Date:	

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