



## Housing Development Coordinator

Topeka, KS

KHRC is looking for a Housing Development Coordinator for the Housing Development Division.

This position will:

- Review and score Housing Development Program applications.
- Underwrite and manage the processing of all assigned developments from initial application.
- Review Moderate Income Housing (MIH) applications.
- Manage and track the progress of MIH awardees.
- Assist with disbursement requests for MIH grants.
- Perform research regarding industry standards and practices.
- Compile data and draft documents or reports as requested.

### Knowledge, Skills and Experience

A Bachelor's degree with a minimum of 15 earned credit hours in one or a combination of the following: Finance, Accounting, Economics, Business or Public Administration, Architecture, Historic Preservation, Urban Development or a closely related field; plus four or more years of professional experience in multifamily lending, neighborhood revitalization, historic preservation, housing programs, housing development, commercial real estate development, construction or a closely related field. A combination of education and experience may be accepted as determined relevant by KHRC.

### What We Offer

Paid Time Off  
Discretionary Day  
Paid Holidays  
Paid Maternity/ Paternity Leave  
Medical, Dental, and Vision Insurance  
Retirement Plan  
Tuition Assistance  
Paid Covered Parking

**Resumes will be accepted until Friday, March 6, 2020**

## Kansas Housing Resources Corporation

*We help Kansans access the safe, affordable housing they need and the dignity they deserve.*

KHRC is an Equal Opportunity Employer

TO APPLY, SEND COVER LETTER AND RESUME TO:

### Deanna Johnson

Director of Human Resources  
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**Starting pay for this position is \$24.04/hour.**