



Kansas Housing Resources Corporation

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

KHRC is committed to providing access, equal opportunity and reasonable accommodation to all individuals in employment, it's service, programs and activities.

TO APPLY, SEND COVER LETTER AND RESUME TO:

Katelyn Ramirez
Human Resources Generalist
200 SW 6th Ave.
Topeka, KS 66603

PHONE:
785-217-2052

WEBSITE:
kshousingcorp.org

EMAIL:
kramirez@kshousingcorp.org

Starting pay for this position is \$28.85-\$31.25/hour depending upon experience.

Housing Development Coordinator

Topeka, KS

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

This position will:

- Assist with the review of Low Income Housing Tax Credit (LIHTC) funding applications.
- Review and score Housing Development program applications, including LIHTC and other funding sources.
- Manage the processing of all assigned developments from initial application through construction.
- Review and reconcile cost certifications.
- Contribute to the publication of the Qualified Allocation Plan (QAP) and related program materials.
- Assist with projects utilizing HOME, National Housing Trust Fund (NHTF), and other housing program funds.
- Conduct research and assist in updating manuals, applications and documentation.

Knowledge, Skills and Experience

A Bachelor's degree with a minimum of 15 earned credit hours in one or a combination of the following: Legal, Construction, 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, October 31, 2025