

Dear Friend,

**Habitat for Humanity of Clinton County** is seeking a **ReStore Director** for its new store in St. Johns , Mich. The ReStore Director is responsible for overseeing the effective operation of the ReStore and until such time as activities warrant the hiring of a manager, to supervise the day to day operations, including the acquisition, marketing, and sale of used, new, and surplus building materials; play an active role in the start-up of this new venture and planning for the future; and represent HHCC and the ReStore at public and community events.

The mission of Habitat for Humanity of Clinton County (HHCC) ReStore is to generate revenue through the sale of donated building materials and household items to support the objectives of HHCC in providing decent, affordable housing to qualified residents in Clinton County , Michigan . Through its efforts, the ReStore facilitates! recycling, minimizes landfill waste, provides low-cost home improvement items to the general public and increases Habitat for Humanity's visibility in our community. HHCC Restore is an equal opportunity employer and serves all sections of the population.

**Required Skills/Qualifications:**

- Demonstrates commitment to Habitat's mission
- Knowledge of sales, marketing and construction materials
- Ability to lead, train, and manage staff and volunteers in a positive manner
- Ability to adapt to a changing environment and unexpected shifts in priorities
- Effective communication and listening skills
- Strong problem solving skills

Respond by May 15 to Sue Carroll, P.O. Box 313 , St. Johns , MI 48879 or [suec9@comcast.net](mailto:suec9@comcast.net).

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**Homeless Action Network of Detroit (HAND)** is seeking a **Program Coordinator** . This is a full-time contractual (temporary) position. This position is responsible for assisting in the program planning, evaluation and coordinating activities associated with “Moving Forward: Detroit ’s 10 Year Plan to End Homelessness.” This role will also assist with the facilitation of the annual application for funding from the Housing and Urban Development (HUD) McKinney Funding, fundraising and committee work. Work is performed in conjunction with the HAND Program Director and under the general direction of the Homeless Action Network of Detroit Board of Directors.

**General Responsibilities:**

- Assist in the facilitation of the annual application to the U.S. Department of Housing and Urban Development
- Assist with performance monitoring and review of grants funded through community funding processes

- Assist in the development and implementation of common outcomes measures for programs addressing homelessness.
- Facilitate and coordinate the development of three-year action steps for the 10-Year Plan to End Homelessness
- Facilitate development of program evaluation necessary to support program planning and policy development, especially as it relates to the implementation of the 10-Year Plan to End Homelessness
- Develop reporting procedures, monitoring, and technical assistance procedures
- Provide technical assistance or referrals to technical assistance to local applicant agencies
- Participate in Committee meetings and General Membership Meetings
- Assist in organizational management and administrative functions
- Fulfill other administrative duties as assigned by the Program Director or the Board of Directors

**Qualifications and Skills:**

- Understanding of and experience in homeless and housing issues
- Experience in program monitoring and assessment
- Familiarity with Continuum of Care role and process a plus
- Understanding of and experience in non-profit grants management
- Understanding of and experience in program evaluation and assessment
- Facility with and experience in data management/management information systems
- Teamwork and team-building skills
- Strong interpersonal and organizational skills
- Demonstrated ability to take initiative and work independently
- Ability to manage multiple tasks in timely manner
- Demonstrated verbal and written communications skills
- Proficiency in core Microsoft Office products – Word, Excel, PowerPoint

**Education/Training/Experience:**

- Bachelors in human services area, or equivalent experience, required
- Master's degree and a minimum of three years' post-graduate experience in human services/nonprofit sector preferred

**To apply, submit cover letter and resume to:**

Homeless Action Network of Detroit  
 Attn: Amanda Sternberg  
 P.O. Box 3238  
 Highland Park , MI 48203

**Application deadline is May 20, 2009 .**



The **Ingham County Land Bank Fast Track Authority** is seeking an **NSP Coordinator**. The NSP Coordinator shall perform such duties and responsibilities for all activities relating to the Neighborhood Stabilization Program Funds as required and directed by the Land Bank and/or its Chairperson or Executive Director, including, but not limited to, (a) implementation, supervision and responsibility for the Neighborhood Stabilization Program Funds, (b) acquisition, renovation, demolition, disposition and maintenance of designated properties, (c) provide services and activities in accordance with applicable federal, state and local laws and regulations in a manner observing all policies, procedures and requirements which have been prescribed by the Land Bank. (d) Provide the Land Bank and other local governments with information and reports governing the operation of the Neighborhood Stabilization program.

**To apply, submit cover letter and resume to:**

Ingham County Land Bank  
422 Adams Street  
Lansing MI 48906

**Application deadline is May 15, 2009**

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**Church of the Messiah Housing Corporation** ( Detroit ) is seeking an **Executive Director** to manage its operations. Messiah Housing Corporation is a 501(c)(3) non profit organization whose principle mission is to provide affordable housing as well as commercial and economic development projects to revitalize the Islandview community located on the Eastside of Detroit. Currently Messiah's real estate portfolio consists of over 200 units of affordable housing, with current development plans to create an additional 40 units as well as a commercial mixed use project. The Executive Director reports directly to the Board of Directors and has full responsibility for the day-to-day operations of the organization. Ideal applicants will have real estate development experience and some familiarity with property management. Candidates must be able to collaborate with a broad spectrum of stakeholders at every level of business and government. The Executive Director works closely with the Board to develop the organization's strategic plan, annual work plans and to plan and execute Messiah's fundraising activities, including direct mail, major gifts, grant research and writing.

**Minimum Requirements:**

- Bachelor's degree in business administration, urban planning, or a related field. Master's degree preferred.
- Minimum five years experience as Executive Director of a non profit corporation
- Advanced knowledge and experience of community-based planning and development issues

- Knowledge of financing tools used in affordable housing programs including but not limited to Low Income Housing Tax Credits, HOME and CDBG
- Ability to establish and maintain effective working relationships with residents of the community, government officials, civic organizations, private businesses, corporations, the media and the general public.
- Proven track record in fund development including grant writing, direct fund raising and conducting fundraising events
- Candidates must possess excellent written and verbal communication skills

**To receive a complete job description** , please contact Leah Vest at [Lvest@messiahhousing.org](mailto:Lvest@messiahhousing.org), or at 313-267-1010 ext 226.

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**Kent County** is seeking a **Community Development Manager (NSP)** . This is a full-time position paying \$54,450 to \$65,365.

**Job duties:** The successful candidate will manage the NSP program and ensure HOME projects remain in compliance with HUD regulations. These programs are funded by HUD and designed to increase the supply of affordable housing in Kent County through the acquisition, rehab and re-sale of foreclosed properties. Individual will administer contracts with community agencies, oversee the real estate development process, review mortgage documents for accuracy and program compliance and will supervise program staff.

**Job Requirements:** Master's degree in Public Administration, Urban and Regional Planning, Construction Management or Business Administration combined with a minimum of four years' experience in the administration of publicly funded housing programs and services, including at least one year of supervisory experience. Requires a thorough working knowledge of HUD regulations and residential construction practices and protocols. Computer literacy, organizational skills, excellent written and verbal communication skills, the ability to work with diverse populations and the ability to effectively encourage and promote team building, are essential. Working knowledge of HOME regulations strongly preferred.

**Candidates must submit a Kent County Application for Employment by May 15, 2009** (all applications must be received no later than 5:00pm ). **Employment applications are available** from the Kent County Human Resources Department, County Administration Building, 300 Monroe Avenue NW, Grand Rapids, MI 49503 (phone 616-632-7440), or on-line at [www.accesskent.com/jobs](http://www.accesskent.com/jobs).

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Reminder: the 11<sup>th</sup> annual **Michigan Conference on Affordable Housing** is set for June 1-3 at the Lansing Center . This is the place to be in you are involved with housing, homelessness, and other community development issues. The conference ! features a series of training workshops, abundant opportunities for networking, and a place to build and nurture effective partnerships. The registration brochure is available at [www.housingconference.org](http://www.housingconference.org). The **early bird registration deadline is May 11th**.

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Feel free to forward this email on to others. Please do not email me resumes, applications, or inquiries about the above job postings.

Jess  
Jess Sobel  
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Michigan State Housing Development Authority  
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