



Job title	<i>Housing Manager</i>
Reports to	<i>Director of Housing</i>

Job purpose

Thrive Allen County is seeking an organized, empathetic, and detail-oriented Housing Manager to oversee the day-to-day operations of our rapidly expanding regional housing initiatives. Serving as the vital link between low-to-moderate-income (LMI) residents, seniors, veterans, local contractors, and funding partners, the Housing Manager manages homeowner intake, ensures meticulous federal grant compliance, and supports on-the-ground repair and development projects. This position blends office-based pipeline administration with boots-on-the-ground community engagement and site coordination across Southeast Kansas.

Duties and responsibilities

Primary Responsibilities

1. Homeowner Intake and Eligibility

- Serve as the primary initial point of contact for community members seeking home repair, homeownership, or housing stabilization assistance.
- Guide applicants through the intake process, assisting them in gathering critical documentation (proof of income, title/deed ownership, tax returns, and utility statements).
- Conduct rigorous initial eligibility screenings to ensure applicants satisfy federal, state, and foundation guidelines (FHLB, USDA, KHRC, and local grants).
- Maintain a dignified, trauma-informed, and highly responsive intake experience for vulnerable residents facing urgent housing challenges.
- Select and lead volunteer selection committees to assist in the selection of applicants, preparing anonymized, objective application packets for committee evaluation.

2. Project Coordination & Contractor Relations

- Manage the application pipeline from initial inquiry through committee review, contract signing, and project closeout.
- Partner closely with Construction & Facilities Manager to coordinate initial home assessments, contractor walk-throughs, and final quality inspections.
- Maintain the master project schedule to ensure home rehabilitation benchmarks remain on schedule and within budget.

- Assist in assembling bid packets and scopes of work for trade contractors covering roofing, siding, electrical, plumbing, HVAC, and accessibility modifications.
- Complete training and achieve HUD Housing Counselor Certification under Thrive's formal mentorship with CHES, Inc. within the first 12 months of employment (fully funded by Thrive).
- Deliver one-on-one pre-purchase coaching, credit recovery navigation, and budgeting education to participating households.
- Assist the Director of Housing with implementing new programs for the housing dept.

3. Compliance and Grant Management

- Maintain meticulous digital and physical files for each property to ensure audit readiness for FHLB, USDA, and HUD.
- Maintain audit-ready physical and digital client files satisfying FHLB Topeka, USDA Rural Development, and HUD standards.
- Execute Affirmative Fair Housing Marketing Plans (AFHMP), tracking demographic outreach to ensure underrepresented populations are reached equitably.
- Assist the Director of Housing with compiling data for monthly, quarterly, and annual funder reports.

4. Outreach & Community Engagement

- Actively market housing opportunities across Allen, Neosho, Anderson, and Woodson counties, building referral partnerships with clinics (CHC/SEK), senior centers, VFW posts, and Hispanic/Latino community hubs.
- Represent Thrive Allen County at civic meetings, housing fairs, and public task forces.
- Coordinate community volunteers and civic groups for neighborhood cleanup days or sweat-equity construction projects.

5. Other Responsibilities

- Serve as an operational touchpoint for emerging initiatives, including vacant lot receivership projects and third-party property management coordination for LIHTC/multi-family properties.
- Stay current on regional housing resources, tenant rights, and rural community development initiatives.
- Perform other project coordination duties as assigned by the Director of Housing.
- Other projects and duties as assigned.

Qualifications

- 2–3 years of experience in office administration, social services, or project coordination. Experience in construction or real estate is a plus.
- Experience managing federal or state grants (HUD, FHLB, USDA) is a plus.
- A passionate commitment to rural revitalization and the belief that every resident deserves a safe, healthy home.

- Exceptional attention to detail and the ability to manage multiple files and deadlines simultaneously.
- Skills to collaborate with and motivate volunteers.
- Strong interpersonal skills; ability to communicate effectively with diverse populations, including elderly residents and trade contractors.
- Professional attitude and appearance.
- Ability to handle confidential information with discretion.
- Enjoys working with the public with excellent customer service.
- Ability to work effectively with people of all social, economic, racial, and cultural backgrounds.

More Information

- Thrive is an EOE.
- Compensation: This is a full-time, salaried position paid at \$55,000-\$60,000, based on experience. Benefits package includes medical insurance, IRA contributions, 120 hours of PTO, and paid holidays.
- Thrive places a high priority on team players and community-minded individuals.

Please submit cover letters and resumes to jobs@thriveallencounty.org