



## Job opportunity | Program Director: ADU Incentive Program

### About MHP:

Massachusetts Housing Partnership (MHP) is a public, non-profit organization that expands access to affordable housing and promotes housing equity in communities across the Commonwealth. Founded in 1985, MHP is now a 70+ employee organization that has delivered \$6.5 billion in below-market financing for affordable housing and currently has \$1.2 billion in assets under management.

Every action MHP takes, whether it's a loan, grant, professional assistance, or development of state or local policy has the underlying goal of expanding housing opportunities for Massachusetts residents.

### Background:

Massachusetts is entering an exciting new chapter in housing innovation. With the passage of the Affordable Homes Act in August 2024, homeowners can now build accessory dwelling units (ADUs) of up to 900 square feet by right in single-family zoning districts. This policy change has already led to hundreds of new ADUs permitted across the state, proof that interest is strong and momentum is building.

To accelerate this progress, the Commonwealth has committed \$10 million and partnered with the MHP to launch the ADU Incentive Program. This new initiative will translate policy into action by combining outreach, education, technical guidance, and financial assistance to help homeowners create safe, well-designed ADUs and expand much-needed housing options throughout Massachusetts.

### Current Opportunity:

The Program Director will oversee all aspects of the ADU Incentive Program, including outreach, awareness, and education, along with the technical and financial assistance components that will be available to assist property owners across Massachusetts who are interested in constructing an ADU on their property. The program will also provide support to the developing industry responsible for constructing ADUs.

In this role, you'll take on a dynamic mix of program management, stakeholder engagement, and hands-on operational work that keeps the ADU Incentive Program running smoothly. Your daily responsibilities will blend strategic oversight with practical, collaborative tasks that support homeowners, partners, and providers across Massachusetts including:

- Building a network of stakeholders that includes but is not limited to state and local officials, non-profit organizations, residential remodelers and builders, real estate professionals, lenders, and interested property owners.
- Developing informational and educational content that is both internal and external facing, including collateral material such as website content, slide decks, brochures, guidebooks, and other related program documentation designed to help build awareness.
- Attending, participating, and facilitating stakeholder and community related meetings, conferences, webinars, and workshops.
- Launching the technical and financial assistance components of the program.

- Overseeing a delivery system that includes managing a network of contracted technical assistance providers who are responsible for conducting ADU feasibility studies on behalf of interested property owners. These feasibility studies will provide valuable information and insight to both property owners and MHP into what it takes to construct and finance an ADU under a large and varying set of conditions across the state.
- May provide direct supervision to one or more ADU Incentive Program-related staff.
- Managing the intake and review of applications for a financial incentive for property owners who decide to move forward once their feasibility study has been completed.
- Using a web-based system designed to streamline program workflows and ensure efficient administration and management of both contracted technical assistance providers and property owners.
- Maintaining regular communication with providers and property owners.
- Overseeing providers' work products and performance under their contract, reviewing applications, coordinating payment disbursements with MHP's finance team, ensuring efficient and effective program operations, and tracking the program's overall impact and results.
- Coordinating and engaging with a network of homeownership education providers who are equipped to provide landlord education services to program participants, and municipalities to help streamline and coordinate the delivery of other ADU related services.
- Supporting the Director of Homeownership in developing additional phases of the program related to barriers to ADU production.

The position will report to the Director of Homeownership. MHP's Homeownership team works with lenders and non-profit partners to administer the ONE, ONE+ and ONE+Boston mortgage products for low- and moderate-income first-time homebuyers and oversees the HomeSafe post-purchase counseling and education program.

***Strong consideration will be given to those applicants that apply within the first 14 days.***

#### **Compensation and Role Duration:**

The budgeted compensation for this role is \$130,000 to \$150,000. Any final offer will be based on various factors including job-related knowledge, skills, competencies, and experience. The listed range is just one component of MHP's total compensation package for employees.

***This position is a time-limited position currently funded for two years.*** Continuation of up to three additional years may be possible, subject to funding availability and organizational needs.

#### **Benefits our employees value:**

MHP understands that benefits are an important consideration when looking for a new role. We are proud to offer our employees a comprehensive benefits package including:

- Hybrid and flexible work schedule
- Health insurance through the state's Group Insurance Commission
- 403b retirement plans and employer match of up to 10% and immediate vesting
- Annual 5-week paid time off (PTO) benefit and 13 paid holidays
- Fully paid group term life, short-term and long-term disability insurance
- Dental insurance through MetLife with 90% of premium covered by MHP
- Vision insurance through VSP with 50% of premium covered by MHP
- Medical and dependent care Flexible Spending Accounts
- Public transportation reimbursement
- Tuition reimbursement up to \$10,000
- Professional development resources and assistance
- First time homebuyer assistance up to \$20,000
- Generous home office benefit
- Membership discount for onsite gym

**Work Location & Travel Requirements:**

This position is designated as hybrid, with regular on-site presence expected at our Boston office. The position also requires travel within Massachusetts to meet with partners, attend community and stakeholder events, and support program activities across the state. A current driver's license and/or access to reliable transportation is required

**Qualifications:**

The successful candidate will bring a strong combination of strategic, operational, and relationship-building skills. These qualifications reflect the strengths that will enable the next Program Director to excel in shaping this high-visibility initiative and deliver meaningful results for homeowners and communities across Massachusetts.

- Experience designing, launching, and overseeing complex statewide programs involving technical and financial assistance components.
- Working knowledge and expertise in managing publicly funded housing programs, ideally those involving construction or rehabilitation.
- Related expertise in residential lending, government contract management, compliance monitoring, application review, eligibility determination, data analysis, and development of intake systems and processes.
- Strong organizational skills to manage workflows, application intake, feasibility study reviews, and provider oversight.
- Proven ability to build and maintain relationships with diverse stakeholders, including state/local officials, nonprofits, builders, lenders, and homeowners.
- Skills in managing a network of contracted providers, ensuring quality deliverables, adherence to scope, and strong performance.
- Excellent written and verbal communication skills for creating clear, accessible educational and promotional materials.
- Confident public speaking and facilitation skills to lead workshops, webinars, community meetings, and stakeholder discussions.
- Supervisory and team leadership capability, including delegating tasks, coaching performance, and supporting collaborative team environments.
- Familiarity with accessory dwelling units and/or residential construction (preferred).
- Bachelor's degree in public administration public policy, business administration, construction management, or related field, or an equivalent combination of skills, knowledge and experience.

Applicants must be authorized to work for any employer in the U.S. We are unable to sponsor or take over sponsorship of an employment visa at this time.

*MHP supports equal opportunity employment and all employment-related decisions are made in compliance with federal and state laws.*

**To apply:** Submit cover letter and resume via our [brief online application on our Careers page.](#)