

Homebuyer Management Specialist

Do you love working with people and helping them to make their dreams come true? Then this incredibly rewarding Homebuyer Management Specialist position is perfect for you!

This position reports directly to the CEO and will be responsible for administering Affordable Homebuyer Program and Critical Home Repair/Aging in Place Program.

You'll work in partnership with a very supportive CBHFH Management team and the Chairpersons of the Family Selection and Support Committees throughout the county. Of course, you'll also work closely with applicant and partner homeowner families through the application and selection process prior to and after families become accepted into the program.

Job Title: Homebuyer Management Specialist

Reports to: CEO

Job Type: Full Time / Exempt

Salary: \$40,000-\$45,000

Responsibilities and Duties:

- Ensure the organization's compliance with all local, state, and federal housing regulations and partner with volunteer committees, external agencies, and Habitat International.
- Coordinate and manage Homeowner Selection process, including acceptance and review of homeowner applications for need, willingness to partner and ability to pay, including review of income, debt and asset information for all applications
- Coordinate Critical Home Repair/Aging in Place program, including partnerships with funding agencies and coordination with Elder Service and community agencies
- Maintain familiarity with federal, state, regional, and local housing programs, policies, and regulations; complete applications and ensure compliance with applicable requirements
- Maintain appropriate records; collect and assemble data on program impact; prepare reports on program achievements and outcomes to assist with evaluation and policy development
- Facilitate Homeowner Selection Committee process with committee chair(s), including committee orientation, document review, and recommendation for board approval according to Habitat criteria and applicable laws
- Update and implement financial education programs for homebuyers, including curriculum development, material preparation, delivering classes, and scheduling community facilitators
- Coordinate coaching and mentoring programs for homebuyers
- Present regular on-site orientations; create schedule for and host "Open Houses"
- Maintain Habitat's relationships with partner families before and after move-in, including compliance with terms of homeownership program and fulfillment of program requirements, i.e. homebuyer education and sweat equity
- Coordinate closing process for sale of homes to Habitat homeowners, including documentation and follow-up with government agencies, lenders, and attorneys.

- Manage resale of any Habitat properties
- Coordinate any and all Homeowners' Associations that are made up primarily of Habitat for Humanity homeowners
- Work with property management companies to ensure proper HOA management

Position Requirements:

- Demonstrated project management expertise, strong organizational skills, and initiative
- Excellent communication, presentation and interpersonal skills
- Habitat International Qualified Loan Originator certification (within 60 days of hire)
- Must obtain MA DHCD Lottery Qualification (within 90 days of hire)
- Strong working knowledge of the Microsoft Outlook Suite of products
- Maintain valid driver's license and reliable transportation

Preferred Qualifications:

- Loan originator qualification
- Bilingual Spanish
- Affordable housing or real estate background

Physical Demands:

This position requires regularly working in an office setting, working at a computer, using a telephone, and other office equipment, and occasional participation at construction sites. While performing the duties of this job, the employee is regularly required to talk and hear.

Travel:

This position will regularly report to work at sites throughout Berkshire County. Rarely, travel for meetings outside the region may be required.