Job description

The Homeownership Program Manager is responsible for ensuring a successful transition to homeownership for Habitat for Humanity Susquehanna homebuyers. The Homeownership Program Manager will direct key aspects of the homeownership program, including homeowner selection, homeowner support, financial education, mortgage origination and servicing, and delinquency management.

Looking for the right person to fit in a mission based nonprofit that provides housing for low-income families to purchase. We offer great benefits and rewarding work in a flexible, people friendly environment.

Responsibilities:

· Coordination and management of homeowner selection process from initial interest form to settlement

· Facilitate program orientations

· Acceptance and review of homeownership applications to evaluate need, willingness to partner, and ability to pay; including review of income, debt, and asset information

· Ongoing supervision, revision, and implementation of financial literacy and coaching program

· Development and maintenance of relationships throughout community to increase awareness of homeownership program and resources available to assist homeowners

· Integration of homeownership program with construction, property acquisition, development, and administrative staff

· Collaborate with Construction team to coordinate number of families selected, housing needs, homebuyers’ options, construction schedule, move-in dates, etc.

· Maintenance of Habitat’s relationships with partner families before and after move-in

· Confirmation of partner family compliance with terms of homeownership program and fulfillment of program requirements, i.e. homebuyer financial education and sweat equity

Must have:

· Experience working compassionately and effectively with individuals from diverse socio-economic backgrounds, including those living in poverty

· Must be able to obtain Mortgage Loan Origination license

· Strong financial knowledge including: budgeting, credit, lending, banking

· Knowledge of real estate transactions and documentation

· Strong teaching skills

· Outstanding oral, written, and interpersonal communication skills
· Public speaking and giving presentations
· Ability to adhere to strict confidentiality
· Highest level of integrity and moral character
· Enthusiasm, teamwork focused, and strong customer service orientation
· Self-motivated, able to work independently with minimal supervision
· Possess good interpersonal skills, including tact, diplomacy, and flexibility
· Ability to multi-task and prioritize
· Computer skills required including Microsoft Outlook, Word, and Excel
· Has comprehensive understanding of the mission of Habitat for Humanity Susquehanna

**WORKING CONDITIONS:**
· Flexible schedule
· Hybrid workplace, may work some days from home
· May work some evenings and weekends
· Office environment
· Some travel to construction sites and community partners

**BENEFITS:**
· Twelve paid holidays, plus office is closed from Christmas to New Year’s Day
· Generous personal time off
· Health insurance
· Flexible spending plan
· Retirement plan
· Mileage reimbursement
· Meaningful and rewarding work!

**Job Type: Full-time**

**Salary:** $45,000.00 - $60,000.00 per year, commensurate with experience.

**Benefits:**
· Dental insurance
· Flexible schedule
· Flexible spending account
• Health insurance
• Paid time off
• Retirement plan
• Vision insurance
• Meaningful and rewarding work!

Experience level:
• 3 years

Schedule:
• Choose your own hours

Ability to commute/relocate:
• Bel Air, MD 21014: Reliably commute or planning to relocate before starting work (Required)

Education:
• Bachelor's (Preferred)

License/Certification:
• MLO License (Preferred)

Work Location: Hybrid remote, office in Bel Air, MD 21014

ABOUT HABITAT FOR HUMANITY SUSQUEHANNA: Habitat for Humanity Susquehanna (Habitat) builds strength, stability, self-reliance, and shelter for low-income families by partnering with donors and volunteers for its homeownership, financial education, and critical home repair programs. Habitat’s vision is to create a community where everyone has an affordable and decent place to live. Homebuyers are required to contribute 250 hours of “sweat equity” to help build their home, save for a modest down payment, and take a series of financial education classes. Habitat also runs a ReStore, which sells donated building supplies, home furnishings, and appliances to help fund Habitat’s mission. Habitat for Humanity Susquehanna is a locally run affiliate of Habitat for Humanity International.

Habitat for Humanity Susquehanna is an Equal Opportunity Employer.