



Job Title: Homebuyer Manager
Reports to: Vice President of Stewardship

The Homebuyer Manager is responsible for fostering successful CLT homeownership for low and moderate-income families in the state by creating and implementing Elevation Community Land Trust's ("ECLT") homeownership systems and processes and through community engagement.

PRIMARY DUTIES and RESPONSIBILITIES

The Homebuyer Manager is expected to work independently and perform a wide range of duties including, but not limited to the following:

Program Development and Implementation

- Take an active role in the development of a Stewardship template program for use throughout the state
- Work with the VP of Stewardship to identify, educate, and support qualified buyers to buy CLT homes that meet the goals of the program
- Assist in the development of a messaging and marketing program to develop a pipeline of qualified homebuyer leads, including engaging the community, marketing homes, developing and managing the application and selection process as well as education and orientations
- Coordinate and work with partners and team members with a focus on engaging communities and enlisting CLT homebuyers
- Work with and educate CLT mortgage lending resources
- Qualify and support homebuyers in the home purchase process
- Maintain information tracking system, practices, and procedures to assure quality service to homebuyers, partners, and to enhance staff performance

Homebuyer Pipeline

- Work with the VP of Stewardship to develop a communication plan and implement a marketing program for each community and project including but not limited to: project goals and strategies, key stakeholder assessment, message and key messengers assuring that all efforts meet or exceed fair housing requirements
- Employ technology and website to enhance ECLT marketing efforts and provide access across a broad geographic area
- Identify and communicate needs for interpretation and translation

Homebuyer Support: Selection and Closing

- Develop and support households interested in home buying by identifying and working with HUD certified counseling partners and staff to educate interested homebuyers
- Participate in or lead CLT specific education
- Work with the VP of Stewardship to develop an eligibility criteria and selection process
- Work with the VP of Stewardship to develop a timely application review process



- Work with homebuyers to complete application documentation
- Assist the VP of Stewardship in working with the homebuyer, seller, lender and title company to facilitate timely and efficient closings

Homebuyer Support: Post Purchase

- Maintain open and respectful relations with homebuyers and ECLT communities
- Provide ongoing homeownership monitoring to ensure that the homes are owner occupied and not sold outside of the program
- Work with the VP of Stewardship to develop a system of communication with homeowners regarding home maintenance; ensure units are adequately maintained
- Manage unit resales: work with the VP of Stewardship and the seller to determine the re-sale price per the land lease and outline a process for the sale of the home; maintain a pool of qualified buyers
- Managing refinances: work in a timely manner to facilitate all requests to refinance; ensure buyers use only ECLT permitted mortgages; work with mortgage lenders and appraisers, as needed, to ensure approved CLT mortgage guidelines are followed
- Evaluate and approve/deny homebuyer requests to proceed with capital improvement(s) to unit
- Work with homebuyers and partners to ensure lease terms and partner agreements are respected

General

- Develop and maintain an understanding of the community land trust model and resale formula
- Understand mortgage lending issues with specific emphasis on activities in ECLT focus areas
- Maintain an understanding of community issues that impact ECLT work, i.e. affordable housing, workforce development, social enterprises, government funding programs, etc
- Participate in organizational strategic planning, goal setting, and annual budget preparation
- Represent ECLT at community engagement meetings
- Serve as liaison with members of ECLT collaborative partnerships as assigned
- Offer recommendations to improve organizational procedures, as appropriate
- Act as lead in hiring homebuyer program staff; work with staff to build appropriate skills and expand capacity
- Provide Board Support
- Prepare requested project status reports/ presentations for committees, Board, and lenders

Education

- Bachelor's degree in a related field or equivalent experience and education

Experience

- Must have at least 5 years of experience in real estate, finance, community development, affordable housing or economic development



Knowledge, skills, and abilities

- Must possess the knowledge, skills, and abilities to engage resources to resolve issues in a timely manner in order to maintain trust and confidence
- Ability to plan and manage several complex real estate transactions simultaneously
- Understand mortgage finance, affordable homeownership, FLHB AHP, and HUD insured programs
- Must manage other Homebuyer team members and communities with respect and clear accountability
- Must possess a passion and commitment for community development, real estate, economic development, ECLT's mission, and supporting the nonprofit community
- Intermediate skills with Microsoft Excel and Word
- Strong organizational, problem-solving, and analytical skills; able to manage priorities and workflow
- Ability to understand and follow written and verbal instructions
- Ability to work independently and as a member of various teams
- High level of interpersonal skills
- Excellent communication skills, written and verbal
- Versatility, flexibility, and a willingness to work within constantly changing priorities with enthusiasm
- A commitment to maintain strict confidentiality

Requirements

- Must pass a satisfactory background check and acceptable reference check
- Must be reliable, punctual, and demonstrate a good work ethic
- Must have a valid driver's license and reliable transportation
- Must be able to remain in a stationary position for up to 50% of scheduled work hours
- The person in this position may be exposed to various weather conditions and uneven walking surfaces (including ascending and descending stairs) during the course of site visits and project activity
- Must be able to present at meeting discussions which requires voice projection (e.g. large meeting rooms)

Compensation/Benefits

Salary range: \$65,000 - \$75,000 is commensurate with depth of experience and overall qualifications. ECLT also offers a generous benefit package that includes health/dental/vision coverage, life, 401k, and paid time off.

How to Apply:

Using ECLT Homebuyer Manager as the subject line, please send your resume with cover letter to HRApplications@urbanlandc.org.



Equal Opportunity Employer:

It is the policy of Elevation Community Land Trust to provide equal employment opportunity (EEO) to all persons regardless of age, color, national origin, citizenship status, physical or mental disability, race, religion, creed, gender, sex, sexual orientation, gender identity and/or expression, genetic information, marital status, status with regard to public assistance, veteran status, or any other characteristic protected by federal, state or local law.