



## **DIRECTOR OF HOMEOWNERSHIP AND STEWARDSHIP SERVICES**

**Full Time**

### **ORGANIZATIONAL OVERVIEW**

Homestead Community Land Trust creates stability, equity and opportunity by developing land and housing in trust, giving lower-income households the opportunity to own a home that is affordable to them and remains affordable to future owners. Our work is expanding an equitable economy for housing to create vibrant communities, help repair the harms of housing discrimination and protect vulnerable communities from displacement.

With 246 homes in trust, Homestead is the largest community land trust in Washington State. Homestead builds new homes and rehabs existing homes, raising funds to price these homes affordably for first-time homebuyers who make less than 80% of area median income. The community land trust model makes and keeps homes affordable permanently through agreements with our buyers. We have an active pipeline of 230 homes that will be built over the next six years, and emphasize the environmental sustainability of our building methods and materials.

### **POSITION DESCRIPTION**

Homestead seeks an experienced community land trust specialist to lead and manage our homeownership services and stewardship program. The Director of Homeownership and Stewardship Services is a member of the senior leadership team who oversees and improves support for homebuyers, homeowners and strengthens Homestead's partnerships with community based organizations. Responding to the financial, emotional and funder compliance challenges associated with purchasing a home, the Director is an advocate for homeowner needs and Homestead's mission of preserving the affordability and marketability of each home to future homeowners. Blending policy leadership and transaction support skills, the Director provides technical expertise and staff support for a growing department. This full time salaried (exempt) position reports directly to the CEO/Executive Director, will supervise homeownership department staff members, and collaborate with executive, financial and administrative managers to coordinate homeownership support and stewardship activity.

### **DUTIES, RESPONSIBILITIES AND AUTHORITY**

#### Leadership and Supervision (70%)

- Supervise homeownership and stewardship staff in the fulfillment of organizational work plans, strategies and program management. Provides technical expertise, leadership and supervision of the following functions:
  - Development and implementation of policies, systems and procedures that enable low- to moderate-income people to purchase their first home
  - Identification of barriers to homeownership that affect people of color and those without family history of homeownership, and developing solutions
  - Design of systems and projects that support current homeowners' in the ownership and maintenance of their home
  - Ongoing support of homeowners associations and their leadership
  - Effective management of homeowners at risk of foreclosure to prevent loss of home or equity
  - Design, planning and management of homebuyer outreach and education programs in partner neighborhoods

- Development of the Homebuyer Club as a multipartner program
- Enhancement of homeowners' experience and engagement as members of Homestead
- Effectively plan and implement new programs, policies, or initiatives to strengthen outcomes or mission impact, improve efficiencies, create earned income or implement the strategic plan.
- Design onboarding and staff training to support the rapid integration of new homeownership and stewardship staff members.
- Establish and maintain Homestead's agency and staff member accreditation (HUD, Neighborworks, etc.)
- Establish and maintain collaborative and mutually productive relationships with homeownership-supporting organizations, lenders and network partners
- Oversee funder compliance reporting (SHOP, FHLB, Cities and Counties Occupancy Certification, WBARS)

#### Transaction Supervision and Support (20%)

Provide technical expertise and back-up capacity to manage all homeowner-related transactions such as:

- Drafting purchase and sale agreements and all related documents
- Application and purchase support to buyers
- Coordination with funders and government entities on policies and contracts
- Coordination with lenders through purchase and sales process
- Work with Title and Escrow companies to manage transactions
- Utilize Salesforce data to analyze transaction and homeowner data to improve processes and increase positive impacts

#### Recordkeeping & Reporting (10%)

Maintain and strengthen the systems needed to run a best-practices affordable homeownership and stewardship program.

- Enter and maintain complete and accurate data in Salesforce CRM/HomeKeeper.
- Contribute and maintain quality data for management, decision-making and compliance purposes
- Coordinate staff and contractors in completion of subsidy funder reporting and compliance.
- Maintain current impact data for HomeKeeper national database

#### **REQUIRED QUALIFICATIONS**

- Experience in community land trust homeownership and stewardship, or other permanently affordable homeownership (*Candidates who do not have this experience will not be considered*).
- Bachelor's Degree or equivalent
- Passion for affordable housing, community development or social justice
- Attention to detail, highly organized, effective manager of own and others' work
- Experience working with diverse populations
- Ability to work independently and in a collaborative team environment across multiple programs and departments
- Strong customer service skills
- Excellent listening, note-taking and writing skills; with attention to detail

Current real-estate brokerage license not required but desirable

HUD housing counselor certification not required but desirable

### **SALARY AND BENEFITS**

Full time, Exempt position

The starting salary for this position range from \$95,000 to \$100,000 depending on experience. Compensation also includes medical and dental insurance, Life & Disability insurance, 4% match to 403(b), 11 paid holidays, HRA benefits, paid sick leave and vacation, professional development, ORCA (transit) card.

### **EMPLOYMENT POLICY**

As an equal opportunity employer, Homestead Community Land Trust does not discriminate on the basis of age, race, creed, gender, gender identity, marital status, veteran's status, national origin, disability or sexual orientation.

### **APPLICATION REQUIREMENTS**

To apply for the position please provide to [jobs@homesteadclt.org](mailto:jobs@homesteadclt.org):

- Current resume or curriculum vitae
- Professional certifications
- Cover letter that includes a detailed description of your skills and experience to carry out the responsibilities described above and a statement of why this organization's mission fits your career path
- Two references

Homestead will accept applications until there is a sufficient pool of qualified applicants.