



HOMEOWNERSHIP ASSOCIATE

Ready to sell homes that change lives—and reshape neighborhoods for good? Join us.

We're looking for a real estate professional with hustle and heart—someone who knows how to move homes and move people. At Homestead Community Land Trust, we don't just sell homes—we create opportunities for first-time buyers to put down roots in a market where affordability is out of reach for nearly everyone. Because our homes stay affordable for generations, we're not just helping families—we're transforming neighborhoods, preserving affordability, and protecting community in places where it's rapidly disappearing. As our Affordable Housing Development Coordinator, you'll lead marketing and outreach for both individual listings and high-impact, multi-home developments—working shoulder-to-shoulder with our community partners, communications team, and engagement staff. If you're a broker or former broker who thrives on building trust, connecting with buyers, and making deals happen—not just making slideshows—this is your opportunity to do work that matters.

ABOUT HOMESTEAD COMMUNITY LAND TRUST

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 257 homes in trust, Homestead Community Land Trust 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 240 homes that will be built over the next six years, and emphasize the environmental sustainability of our building methods and materials.

KEY RESPONSIBILITIES

Marketing, Outreach, and Sales Coordination

- Lead marketing and outreach for both individual homes and larger-scale developments (10+ homes at a time)
- Work directly with Homestead engagement and communications staff, and community partners to develop and execute coordinated, neighborhood-specific outreach campaigns
- Identify and attend in-person outreach opportunities—community meetings, tabling events, homebuyer fairs, open houses, and more
- Support the creation of collateral by clearly scoping and requesting digital and print materials—flyers, signage, social content, etc.—from the comms team
- Build and sustain relationships with referral partners, including nonprofits, faith-based groups, brokers, and counselors
- Ensure all outreach is culturally responsive and linguistically accessible

Homebuyer Education and Counseling

- Plan and deliver Homebuyer Club programs using Homestead curriculum to help buyers prepare for homeownership
- Provide one-on-one support to prospective buyers throughout the application and eligibility process
- Collaborate with external homebuyer education agencies and financial coaching partners

Transaction Support and Buyer Navigation

- Draft purchase and sale agreements and other related documents
- Coordinate directly with title, escrow, and mortgage lenders to manage smooth closings
- Prepare funder-required application documentation and buyer approval packets

Data, Compliance, and Recordkeeping

- Maintain accurate and up-to-date buyer data using Salesforce/HomeKeeper
- Support internal reporting, funder compliance, and program evaluation

QUALIFICATIONS

- 2+ years of experience as a real estate agent, Realtist®, Realtor®, or equivalent
- Strong working knowledge of the homebuying process, including lending, purchase/sale agreements, and closing practices
- Experience working with title companies, escrow agents, and mortgage lenders
- Track record of culturally competent outreach and working across diverse communities
- Excellent marketing, communication and relationship-building skills
- Comfort navigating fast-moving team environments and shifting priorities
- Familiarity with affordable housing programs and/or public funding mechanisms

Preferred:

- Experience working in multicultural and community-based environments.
- Knowledge of the affordable housing field or community land trust model.

Other Requirements:

- Valid Washington State Driver's License and personal transportation for site visits and meetings.

COMPENSATION AND BENEFITS

- Salary: \$85,000 annually
- Vacation: 15 paid vacation days annually to start, plus 10 holidays, 1 personal day, and 12 sick days. Vacation accrues up to 20 days per year over time.
- 403(b) retirement plan with up to 4% employer match
- Medical, dental, and vision insurance
- \$600 annually in Health Reimbursement Account (HRA)

- Basic Life, AD&D, and Long-Term Disability Insurance
- Orca transit pass
- Monthly voice/data and home internet stipends
- Mileage and parking reimbursement for work-related travel
- Employer-sponsored professional development opportunities

TO APPLY

Submit your resume and cover letter to jobs@homesteadclt.org. Your cover letter should highlight your skills and experience relevant to this position and explain why our mission aligns with your professional goals. Please include two professional references. Skills testing may be part of the interview process.

Homestead Community Land Trust is committed to building a diverse and inclusive team. We strongly encourage applications from Black, Indigenous, and People of Color, LGBTQIA+ individuals, people with disabilities, and people from other historically marginalized communities.