



## **ESSEX COUNTY HABITAT FOR HUMANITY**

**Job Title: Director of Housing Operations**

**Reports to: Executive Director**

**Job Type: Full Time / Exempt**

**Salary: \$65,000-\$72,000**

### **Basic Function**

Responsible for coordinating the new Affordable Homebuyer program and Critical Home Repair/Aging in Place program. Ensure organization's compliance with all local, state, and federal housing regulations. Partner with volunteer committees, external agencies, and Habitat International.

### **Responsibilities and Duties**

- 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
- In cooperation with Director of Construction, manage timelines and coordinate resources for new construction and Critical Home Repair
- 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, home visits, and recommendation for board approval according to Habitat criteria and applicable laws
- Update and implement homebuyer education program, including curriculum development, material preparation, delivering classes, and scheduling community facilitators
- 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. As needed, coordinate short-term leases, prior to unit sale
- Work with loan servicers and finance team for management of escrow accounts and mortgages
- Confirm homeowner compliance with ground lease, deed restrictions, and mortgage terms and follow-up with acts of non-compliance
- Manage resale of any Habitat properties
- Work with property management companies to ensure proper HOA management and compliance with above terms

### **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
- Project management background

**Schedule:**

- Typical work days are Monday-Friday. Occasional evenings and weekends will be required for homeowner meetings, events, and community presentations.

**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. The employee must occasionally lift and/or move items that weigh more than 20 pounds.

**Travel:**

This position will regularly report to work at sites throughout Essex County. Rarely, travel for meetings outside the region may be required. A minimum of two days each week in the Danvers office is required.