



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

**Full Time**

### **ORGANIZATIONAL OVERVIEW**

Homestead Community Land Trust puts the financial and social benefits of affordable homeownership within reach of the everyday heroes of King County who are priced out of our high-cost housing market. In 2020, we will be in active construction of 33 new permanently affordable homes in three cities, and will be conducting feasibility on four or five additional projects, which combined will result in over 90 new homes over the next six years. 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 as defined by HUD. We keep homes affordable in partnership with buyers who agree to a resale formula that allows them to build equity while also allowing the home to be affordable to the next buyer.

Homestead's origins in the activist community are reflected today in a joint staff-Board initiative to deepen the expression of racial and social equity in all aspects of our work. Building on strengths in democratic governance and decision-making and a core mission to redress housing inequity, Homestead seeks team members who value inclusion and are committed to addressing racism, sexism and other forms of oppression in our work and community.

Working within the framework of a **Just Transition to a New Economy**, our approach is

- shifting economic control of land to community,
- democratizing wealth through residential ownership in a member-governed CLT;
- advancing ecological sustainability in housing development and rehabilitation and
- driving racial justice and social equity by putting homeownership within reach of people shut out of ownership by the legacy of discrimination.

### **POSITION DESCRIPTION**

Homestead seeks an experienced community land trust specialist who will have both hands-on and leadership responsibility for homeownership services and stewardship. The Director of Homeownership and Stewardship Services is a member of the senior leadership team who designs and implements policies and processes that support applicants in becoming first-time homeowners, and supports current homeowners in success. 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.

This full time, 40-hours per week salaried (exempt) position reports directly to the Executive Director.

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

#### Leadership and Supervision (30%)

- Supervise homeownership and stewardship staff in the fulfillment of organizational work plans, strategies and program management.
- 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.

- Work with Executive Director in the operational oversight of the organization with emphasis on coordination/collaboration between homeownership, stewardship, finance and business functions.
- 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.)
- Collaborate with Real Estate Development and Executive Directors to determine home prices for new projects.
- Develop and update policies relating to homeownership, home marketing and stewardship.
- Support charitable fundraising of the organization through curation and cultivation of homeowner outcomes data and testimonial stories.
- Work collaboratively with staff members to facilitate communication and assure policies are implemented consistently.
- Participate in local and regional advocacy collaborations and coalitions to advocate for measures that support permanently affordable homeownership and resources that support homeowner success.

#### Creating Community Land Trust Homeowner-Members (30%)

Responsible for the development and implementation of policies, systems and procedures, and the supervision of other staff that enable low- to moderate-income people to purchase their first home.

Oversee the work of staff regarding:

- Implementation and improvement of Homestead's Affirmative Fair Housing Marketing program, outreach and Homebuyer Club programs
- Intake and pre-purchase support for applicants, income and asset qualification, financial counseling and pre-purchase education referral
- Managing applicant pool and application of tie-breaking criteria
- Work with applicant's lenders
- Package loans for funder review
- Manage subsidy allocations in the Salesforce application HomeKeeper
- Work with real estate brokers or attorneys to draft purchase and sale agreements.
- Manage home sale closings: Prepare Homestead documents

Collaborate with homeownership agencies and other partners on joint efforts to educate prospective buyers.

Identify financial literacy and post-purchase resources that will support homeowners in success.

#### Supporting Community Land Trust Homeowner-Members (30%)

Responsible for monitoring and support of current homeowners' in the ownership and maintenance of their home:

- Actively monitor timely payment of ground lease fees and conduct annual occupancy and insurance compliance checks.
- Educate homeowners and provide individual support concerning mortgage refinance requests and capital improvements projects.
- Identify current homeowners at risk of default or foreclosure and work with the Executive Director and Finance Manager to provide appropriate intervention.
- Respond to resale requests by calculating resale price, preparing information for seller/agent, and identifying repairs.
- Provide initial and ongoing support to resident associations and their Board officers to enable effective governance and compliance with Washington State law.
- Coordinate repairs on homes repurchased from homeowners by Homestead or when current homeowners are incapable due to health issues or disability of preparing their home for sale.

### Recordkeeping & Reporting (10%)

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

- Enter and maintain complete and accurate data in Salesforce CRM/HomeKeeper.
- Collaborate with Administrative Manager to train other staff in the use and maintenance of data in Homekeeper.
- Develop regular reports on homeownership and stewardship for the Board of Delegates and Board committees.
- Coordinate with the Finance Manager and Executive Director on sales and recording of financial transactions.
- Prepare projections of homeownership activity for budgeting purposes.
- Coordinate staff and contractors in completion of subsidy funder reporting and compliance.

### **REQUIRED QUALIFICATIONS**

- Experience in community land trust homeownership and stewardship, or other permanently affordable homeownership (*Please do not submit an application if you do not have some prior experience with community land trusts or permanently affordable homeownership*).
- Bachelor's Degree or equivalent
- Passion for affordable housing, community development or social justice
- 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

### **SALARY AND BENEFITS**

Full time, Exempt position

The starting salary for this position will be in the range of \$80,000 to \$85,000 depending on experience. Compensation also includes health insurance, paid sick leave and vacation, professional development, ORCA (transit) card, 403b savings plan.

### **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
- 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
- Complete and submit our Diversity Questionnaire <https://www.surveymonkey.com/r/SQRDJ3F>

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