



HOMEOWNERSHIP SPECIALIST

Full Time

Are you an attorney, mortgage officer or real estate broker who wants to transform lives and communities by supporting working class and Black Indigenous and People of Color households in the purchase of a home? Homestead Community Land Trust seeks a homeownership specialist to work on a team that supports new buyers and current homeowners in our program with sales or resales of homes, and advances systems change in affordable housing.

ABOUT HOMESTEAD

Homestead Community Land Trust puts the financial and social benefits of affordable homeownership within reach of people who are priced out of our high-cost housing market. 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. The community land trust model makes and keeps homes affordable permanently through agreements with our buyers. We have an active pipeline of 140 homes that will be built over the next six years. We emphasize the environmental sustainability of our building methods and materials.

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.

DUTIES, RESPONSIBILITIES AND AUTHORITY

Creating Community Land Trust Homeowner-Members (40%)

- Provide purchase support to homebuyers including coordinating with lenders, funders and escrow/title companies to manage transactions
- Participate in the income-qualification and selection of applicants and potential buyers
- Work with Title Attorney to manage escrow relationship and home sale closings
- Plan and participate in the marketing of homes for sale
- Strengthen relationships with our Affirmative Fair Housing Marketing partners
- Plan and conduct on outreach meetings and Homebuyer Club programs

Supporting Community Land Trust Homeowner-Members (40%)

- 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.

Recordkeeping & Reporting (20%)

- Enter and maintain complete and accurate data in Salesforce CRM/HomeKeeper.
- Contribute and maintain quality data for management, decision-making and compliance purposes

Evening and weekend work common to accommodate homebuyers' schedules.

Homestead is working hybrid remote/onsite. Associate should live within commuting distance to the office in the International District and service locations in King County.

Works to support Homestead's mission with other duties as needed.

REQUIRED QUALIFICATIONS

- 2-3 years work experience in real estate or land use law, mortgage lending, or real estate brokerage
- Passion for affordable homeownership, community development and social justice
- Effective project and time management skills
- Bachelor's Degree or equivalent
- Attention to detail, highly organized, effective manager of own and others' work
- Experience working with diverse populations
- Strong customer service values
- Excellent listening, note-taking and writing skills

Professional certifications and experience – Depending on the candidate's prior work history, certification or credentials are not required but preferred, such as

- HUD Housing Counselor Certificate
- Mortgage loan originator registration
- Real estate broker license
- HUD HOME expertise
- Community land trust or "permanently affordable" homeownership
- Neighborworks certifications in homeownership related areas

SALARY AND BENEFITS

Full time, Exempt position

The starting salary for this position range from \$62,000 to \$65,000 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:

- 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.