



Job Title: Homeownership Manager
Reports to: Homeownership Director
Classification: Exempt

Objective:

The Homeownership Manager serves as a driving force to solicit and build a pipeline of homebuyers. The Homeownership Manager will manage counseling sessions to cover a broad array of areas related to the skills, knowledge and confidence necessary to buy and maintain a home. It is the Homeownership Manager's responsibility to assess those obstacles faced by the customer in pursuing and achieving their goal of homeownership.

General Responsibilities

- **Ongoing homeownership services**
 - Support the Homeownership Director with family recruitment process
 - Manage all aspects of the homebuyer application process
 - Track and screen applicants
 - Schedule and conduct initial meeting with prospective homebuyer upon approval
 - Adhere to all guidelines related to the confidentiality of homebuyer records and information as required bylaw
 - Ensure candidates are notified of declination or acceptance in the program within required timeframes
 - Develop sufficient rapport with clients to have meaningful conversations with them regarding their finances and housing needs
 - Maintain communication with homebuyers and keep records of specific issues on file
 - Monitor payments of down payments until construction is completed
 - Manage and direct homebuyers to complete Homebuyer Education and other required classes
 - Create, manage and execute the Post Closing Education Program for existing homebuyers
 - Provide weekly status reports to HHHF management on the status of the families in the program
 - Update and maintain homebuyer selection policies within HHHF, HFHI HUD and mortgage origination guidelines
 - Keep partner families abreast of upcoming classes, events, and sweat equity opportunities
 - Assemble, prepare and verify all documents during the homebuyer's process to meet the goal of homeownership
 - Perform quality review of file to ensure accuracy and generate error free loan documents
 - Submit required documents to Lending Partner

Education, Experience & Skills Required

- ABA Mortgage Loan Certification Required
- Mortgage Loan Officer License Preferred
- Must meet the Mortgage Loan Origination qualifications as stated by HUD and the State of Texas
- Advanced experience with Calyx or equivalent loan origination software
- Bilingual in English and Spanish a plus
- Accuracy and detail oriented
- Good interpersonal skills, tactful, diplomatic and self-motivating.
- Good time management, budget management and organizational skills.
- Excellent communication skills, both written and verbal
- Exemplary MS Office skills
- Effectively represent Houston Habitat for Humanity to the public
- A sense of community service and helping others
- Work independently or as part of a team, adapt to flexible and extended hours, including some weekends and/or evenings
- Adherence to all policies and procedures
- Consistent and punctual attendance

Physical Requirements

- The ability to tolerate an indoor environment and outdoor weather conditions (heat, humidity, rain, and cold)
- Ability to sit at a desk for long periods
- Ability to use computer for long periods on a daily basis.
- Ability to perform essential functions of job. Reasonable accommodation is available
- Must be able to sit, stand, bend, squat, and reach for extended periods of time.
- Ability to lift up to 50lb

To apply for this position, please email your resume with Manager in the subject line to:

bbaildon@houstonhabitat.org

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