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## Milford Housing Development Corporation

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### Job Description – Homeownership Programs Manager

<b>Position:</b>	Homeownership Programs Manager
<b>Location:</b>	Milford, Delaware
<b>Classification:</b>	Full-Time, Exempt
<b>Immediate Supervisor:</b>	Chief Operations Officer

#### **Description:**

Milford Housing Development Corporation (MHDC) is a value-driven, nonprofit affordable housing developer and program provider, offering a full-continuum of housing-related services to meet the needs of the community. The agency is known for an open minded approach, commitment to quality, and caring passion for client and staff alike. While this job description describes the typical duties and responsibilities of the position, there will be times when this position will be called on to do other and/or additional tasks for the organization in order to carry out MHDC's mission.

The Homeownership Programs Manager provides program management of MHDC homeownership programs and create new homeownership programs and opportunities for clients of MHDC. In addition managing MHDC homeownership projects, such as subdivision development or single site projects. The Homeownership Programs Manager will provide leadership to the staff and provide direction for clients entering MHDC programs.

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#### **Duties and Responsibilities**

##### **Specific:**

- Meeting with community groups, individuals, organizations to promote and educate on MHDC Homeownership Opportunities.
- Develop and maintain a clear process to market and sell all our projects/properties and programs.
- Write grants, loan applications and more to encourage homeownership projects and programs. Materially participate in the Self-Help Grant Application with USDA. Materially participate and lead DSHA HDF Housing Grant applications for homeownership projects. Also cultivate other resources to expand our homeownership program offerings.
- Materially participate in utilizing Federal Home Loan Bank resources to provide gap financing for projects and homeowners. Successfully oversee its application, implementation, draws, reports and more for successful projects. Also materially participate and lead in obtaining other leveraged resources (HOME, DSHA, AHP) for homeownership clients and project and linking to the best opportunity.
- Be knowledgeable in subdivision development and financing structures to adequately acquire, plan and fund subdivision development. Work with HAC, local CDFI's and others to finance the projects. Materially participate in HAC SHOP applications.
- Responsible for managing staff in the Homeownership Department. Responsible for ensuring successful delivery of clients into the programs. Responsible for the Self-Help Program, Contractor Built and other programs as we grow our reach.

- Develop and manage partners including local public partnership with counties, cities, lenders, grantors, and other public agencies.
- Responsible for reporting of programs and projects to MHDC executive staff, lenders, grantors, and for MHDC as an agency when we report to the community.
- Participate in successful applications to enhance MHDC Homeownership Programs, such as the Self-Help Housing Grant and to encourage other programs through successful program planning and development or partnerships.
- Develop program brochures, handouts, newsletters and other marketing materials that accurately define the programs MHDC is operating.
- Position requires some daily, evening and occasional overnight travel.

**General:**

- Maintain a valid driver's license and proof of automobile insurance for personal vehicle used for MHDC travel.
- Comply with MHDC's Personnel Manual.
- Communicate in a professional manner in all written and oral interactions.
- Accomplish established work plan and objectives.
- Position required some daily, evening, and overnight travel.
- Maintain working knowledge of appropriate housing regulations and keep abreast of federal, state, and local housing development and financing programs.
- A thorough understanding of the mortgage financing process is necessary. Experience in marketing and real estate sales is valuable.
- Report activities/accomplishments to supervisor and funding sources in a timely, complete, and accurate manner. A detail-oriented, organized approach to work a positive.

**Qualifications:**

- Minimum of Bachelor's Degree in public administration, business management or related field or at least 6 years' experience, preferably in nonprofit, housing-related organizations with three years minimum supervision experience.
- Excellent verbal and written communication skills.
- Good mathematics, budget, and economic skills.
- Sales and Marketing experience beneficial.
- A detail-oriented, organized approach to work a positive.
  
- Empathy and understanding for low-income people and the difficulty attaining decent, affordable housing.
- Demonstrated ability in word processing, spreadsheet and database computer skills.
- Courteous and business like manner in dealing with public and co-workers.

Note: Direct deposit of pay is a condition of employment. Failure to agree to participate in direct deposit will result in the withdrawal of offer of Employment.

I have read and understand the responsibilities detailed above and I also understand that my duties are not limited to the above but include any other tasks required or assigned.

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Name (Printed)

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Signature

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Date