
Milford Housing Development Corporation

Job Description – Homeownership Specialist

Position:	Homeownership Specialist
Location:	Milford, Delaware
Classification:	Full-Time, Exempt
Immediate Supervisor:	Director of Programs and Planning

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.

As a member of the Homeownership Team, you are required to provide outreach, client recruitment and development, credit counseling, homeownership counseling, loan packaging duties and loan processing duties to qualified applicants for MHDC projects and programs. Primarily for self-help housing; although some rehab loans and grants, as well as, homeownership packaging for applicants who qualify for low to moderate income financing through state, federal and private lenders.

Duties and Responsibilities

Specific:

- Provide outreach, marketing and sales to the communities we serve, to seek qualified applicants for our Self-Help Housing Program as well as other programs MHDC operates, such as ZeMod.
- Provide credit report analysis and other homeowner finance training necessary to obtain qualified applicants. Actively participate in client development, identifying credit issues and providing counsel.
- Develop and maintain curriculum and tools to foster client development and retention, such as a Financial Fitness, Homebuyers Club or other methods.
- Package loan applications per guidelines set by program regulations. Work with housing counselors, lenders, appraisers, employers, etc. to accurately and completely package applications with documentation. Work cooperatively with lenders on processing issues to ensure quality control including; USDA Rural Development loans, DE SEU, private lenders, public entities (such as DSHA) and groups such as the Federal Home Loan Bank.

- Keep abreast of regulations governing loan packaging and other relevant information on loan documents including USDA Rural Development regulations regarding Self-Help housing, USDA 3550 and other single-family affordable financing programs.
- Participate in grant applications that support homeownership activities and homeowner gap financing sources. Provide leveraged resource information, including AHP, SEU and others for the purpose of securing participation loans. Complete all required documentation and reports to ensure proper draws and timely receipt of funding.
- Work with lawyers and title companies to manage the successful closing of homeownership clients.
- Organize and conduct all meetings with clients, including Orientation, Preconstruction Training Meetings, and Post Occupancy Counseling Sessions with our Homeownership clients. Develop, maintain and utilize the MHDC Housing Education Curriculum.
- Maintain a clear database for the development of homeownership programs for prospective clients. Provide reporting for lenders, grantors, and for Milford Housing (i.e. Pipeline Report, Equity Matrix and other such reports).
- Develop program brochures and handouts that accurately define the programs MHDC is operating.
- Obtain and maintain professional certifications as required for department and position, such as loan packaging, fair housing, homeownership counseling and others.

General:

- Position requires use of personal vehicle for MHDC travel; employee must maintain a valid driver's license and proof of automobile insurance.
- Position requires the ability to work a varied schedule of days, evenings and occasional weekends.
- Maintain working knowledge of appropriate housing regulations and keep abreast of federal, state, and local housing development and financing programs.
- Comply with MHDC's personnel policies as outlined in the Personnel Manual.
- Report activities/accomplishments to supervisor and funding sources in a timely, complete, and accurate manner.
- Communicate in a professional manner in all written or oral interactions. Attention to detail is critical in all aspects.
- Accomplish established work plan and objectives.
- Develop and maintain contacts, interact regularly with, and gain the respect of such stakeholders as funders, financing agencies, advocate organizations, regional and national organizations, and other resources.

Qualifications**General Requirements:**

- Loan packaging experience helpful.
- Real estate experience helpful.

- Certified Counseling Certificate from Fannie Mae and/or other certifying agency. (Willingness to seek certification if not already in possession).
- Willingness to obtain a loan packaging certificate from USDA.
- Good mathematics, budget, and economic skills.
- Empathy and understanding for low-income people and the difficulty attaining decent, affordable housing.
- Demonstrate 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.

Name (Printed)

Signature

Date