

NWGF Position Description: HomeOwnership Center Director (HOC Director)

Neighborhood Housing Services of Great Falls dba: **NeighborWorks Great Falls**

Job Title: HomeOwnership Center Director
Accountable To: Executive Director
Direct Reports: 3 staff ~
Education and Counseling department

Position Status: Regular Full-Time
FLSA Status: Exempt
Grade: 23

POSITION SUMMARY: The HomeOwnership Center Director is responsible for the financial, logistics, and compliance of the education and counseling department and their programs. This role is also responsible for the quality control of home improvement and foreclosure prevention loans NeighborWorks Great Falls (NWGF) processes. Additionally, this role is responsible for monthly reviews and reporting to the HOC committee on loan portfolios and delinquencies. This position is a key supporter of the marketing and real estate departments. The HOC director role is a key member of the leadership team, supporting the Executive Director and striving to fulfill the mission of NWGF.

MINIMUM QUALIFICATIONS:

- a) Bachelor's degree in counseling, education, OR a finance-related field (or an equivalent years of related experience).
- b) Five (5) years' work-related experience involving a combination of:
 - i. Experience teaching/training, OR in a counseling role -building programs and teams.
 - ii. Experience managing and leading staff and/or experience in staff supervision
 - iii. Experience in non-profit financial operations and budgeting functions.
- c) Highly proficient skills in written and verbal communications; must be demonstrable with work experience.

Preferred Additional Qualifications:

- d) Demonstrated knowledge and experience in mortgage lending.
- e) Experience with Human Resources

ESSENTIAL DUTIES AND AREAS OF RESPONSIBILITIES:

Fiscal Oversight and Loan Portfolio Management (30% ≈)

- Prepare preliminary budgets for assigned departments (Includes depts. 30,33,35 and 40).
- Monitors and reports on budgets status, changes, etc. on a minimum of a quarterly basis (and annually).
- Seek out, identify and apply for/respond to funding opportunities for programs offered by the HOC Center, this includes completing and submit appropriate grant applications on a timely basis.
- Oversee quality control of home improvement and foreclosure prevention loans
- Review NWGF loan portfolio monthly with servicer
- Report delinquencies to HOC committee at monthly meeting
- Follow up with Executive Director and Construction Manager on trustee sale notices

Education and Counseling (25% ≈)

- Oversee all education programs and curriculum development, including: HomeOwnership Center curricula, etc.
- Plan and administer phone-based and in-person housing counseling programs, including: foreclosure prevention, post-purchase counseling, reverse mortgage counseling, rental education and home improvement clients.
- Ensure compliance with funder expectations, requirements and regulations which are applicable from affiliated funding and certification organizations.
- Maintain HUD Programs compliance standards through: oversight of HUD counseling audits, assessing quality control with regular file reviews.

HR Management and Leadership (20% ≈)

- Leader and Director of programming operations and staff supervision.
- Support NWGF's Executive Director with HR functions and determinations.

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- Responsible for agenda and organization of the monthly HomeOwnership Center meeting as staff representative
- Participate in planning, training and board meetings when required.

Program and Resource Development (15% ≈)

- Develop new venues and programs for loan products, education and counseling, including employer-assisted homeownership, voucher to homeownership, individual development accounts, and rental education.
- Continue developing a Sustainable Business model through the SBI Initiative to make NWGF a sustainable community non-profit organization.
- Perform Grant writing and assist and support others with grant writing applications.

OTHER AREAS OF RESPONSIBILITY AND OVERSIGHT (10% ≈)

Real Estate / Marketing

- Facilitate the appropriate matching efforts of NWGF housing clients with qualifying NWGF houses.
- Work with construction and real estate developers on plans for homes that best fit our client's needs, both financially and physically.
- Serve as liaison to the construction department, involved realtor(s) and NWGF clients during the homebuying process.
- Support marketing department staff with department needs and functions.

Office / Community Engagement

- Supporting the Leadership Team and staff of NeighborWorks Great Falls in the pursuit of achieving the mission and vision, and standing by NWGF Values as outlined below:
- Serve on Boards of Directors, and liaison to allied agencies such as; Montana Financial Education Coalition.
- Attend NeighborWorks Great Falls committees: Rental Committee, Real Estate Committee, Finance Committee, Governance Committee, and NWGF Board.
- Other duties and tasks as assigned.

This job description describes the principal functions of this job and its scope of responsibility but should not be considered an all-inclusive listing of work requirements. Individuals may be required to perform other duties as assigned.

Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Applicant be able to perform tasks which involve the ability to exert light physical effort in sedentary to light work on a daily basis. Tasks may involve extended periods of time at a keyboard or workstation.

This position requires some in-state and out-of-state travel. Applicants must have a valid driver's license and insured, dependable vehicle. Extended work hours during grant, compliance deadlines or events necessary.

This document does not create an employment contract, implied or otherwise. NeighborWorks Great Falls retains the discretion to add or change the duties of this position at any time.

By signing below, I acknowledge that I have read and understand the requirements and performance criteria for this position.

Employees' Signature

Date

Supervisor's Signature

Date