



## **Single-Family Housing Program Manager Position Description**

**Job Title:** Single-Family Housing Program Manager

**Position Description:** The Single-Family Housing Program Manager will oversee the implementation and administration of the organization's single-family housing programs, including down payment assistance programs and our community land trust program. The Program Manager will research single-family housing needs of our region to determine and implement new single-family housing programs and activities.

### **Major Areas of Responsibility**

- Preparation, planning, and implementation of the new First-Generation Homebuyer Down Payment Assistance Program
- Follow all Lender requirements, policies, and procedures of the First-Generation Homebuyer Down Payment Assistance Program
- Preparation, planning, and implementation of community land trust activities
- Communication with funders, mortgage lenders, Realtors, and other housing professionals to develop and administer single-family homeownership programs
- Prepare, develop, and write grant applications on behalf of CMHP and single-family programs
- Participation in trainings, workshops, seminars, etc. relating to single-family homeownership programs and activities
- Researching the single-family housing needs of our region to determine gaps and needs
- Implementation of new single-family homeownership programs or projects as needs are identified
- Marketing and outreach in our region to promote single-family homeownership programs
- Perform other duties as assigned

### **Job Requirements**

- Knowledge of the homebuying process
- Knowledge and experience with multiple homebuyer financing products, i.e., first mortgage, down payment assistance, gap financing, etc.
- Must have strong verbal and written communication skills for effective interaction with clients, colleagues, and community partners
- Excellent organizational skills and attention to detail

- Excellent ability to multitask and quickly change tasks as needed
- General knowledge of Microsoft Office 365
- Must be able to work a full-time, flexible schedule
- Must be able to sit for extended periods, some bending, reaching & lifting to 30 lbs.
- Valid driver's license and access to reliable transportation
- Position will require travel within a 3-hour radius of St. Cloud
- Must be able to work onsite (not a remote position)

**Preferred Experience**

- Experience in mortgage lending, Real Estates, homebuyer education
- Experience with state and Federal homebuyer financing products