

JOB POSTING: Homeowner Program Manager

JOB SUMMARY:

The Habitat for Humanity of Greater Nashville (HFHGN) Homeowner Program Manager manages and implements Habitat's Homeownership Program for those who have been selected for Habitat homeownership. This includes the development, management, and delivery of homebuyer and financial education curriculum tailored to Habitat homebuyers. The program manager teaches classes and coordinates volunteers to teach relevant and required content. Responsibilities also include ensuring that Future Homeowners complete all program requirements prior to their home purchase. The position works in coordination with the Homeowner Services team to accomplish department goals. This position reports to the Director of Homeowner Services.

KEY RESPONSIBILITY AREAS:

1. Serves as the main contact for and manager of all HFHGN future homeowners from the point of their selection into the Habitat program through the purchase of the home, maintaining frequent communication with them throughout the Habitat process.
2. Implements and manages the Homeowner Academy, Habitat for Humanity of Greater Nashville's (HFHGN) homebuyer and financial education program, utilizing Neighborworks curriculum, Dave Ramsey's Financial Peace University, local volunteer instructors, and other materials tailored to a Habitat homebuyer.
3. Coordinates and directs Financial Peace University and the budget coaching process including recruiting and training budget coach volunteers.
4. Maintains NeighborWorks certification in Pre-Purchase Homebuyer Education and Post-Purchase Homeownership Education including initial certification and continuing education requirements.
5. Teaches Homeowner Academy classes.
6. Develops, delivers, and/or prepares materials and activities for children and teens, ages 4 -18 who may attend classes on weekday evenings with their parents, referred to as the HomeRoom.
7. Track future homeowners accomplishment of sweat equity, closing costs savings, and other financial progress prior to closing, providing 1:1 counseling as needed.
8. Prepare future homeowners for their home build both volunteering and other associated activities. Attends weekday volunteer builds to support and orient future homeowners in rotation with other team members.
9. Write biographies of future homeowners.
10. Maintains superior electronic documentation of future homeowner files and correspondence.

ESSENTIAL FUNCTIONS OF THE JOB:

1. Manage future homeowners through the HFHGN "sweat equity" and Homeownership program components.
2. Coordinate Homeowner Academy classes, delivering curriculum and coordinating volunteer instructors.
3. Coordinate future homeowner activities related to home builds.
4. Works successfully with people of different cultures, ethnicities, religions and incomes.

QUALIFICATIONS

A college degree is required. Experience in teaching homebuyer education and/or financial management and a minimum of two years in a related field is required. Experience in social work or nonprofit program management preferred. Computer skills including Outlook, Word, Excel and PowerPoint are essential, Salesforce experience preferred. Excellent communication, organization, customer service, teamwork, attention to detail and people skills are required. He or she must have excellent work and business ethics, conducting all activities in accordance with the Habitat philosophy.

TIME REQUIREMENTS

Average time for this position is approximately 40+ hours per week. Regular office hours are required, with approximately one to two evenings per week and one to two weekend days per month to implement Homeowner Academy classes and build site participation. Satisfactory attendance is required.

EOE/Drug Free Workplace

TO APPLY: All Qualified Candidates should send a cover letter, resume and three references to:
jobs@habitatnashville.org or fax to: 615-942-1217