

NEIGHBORHOOD RESTORE HOUSING DEVELOPMENT FUND CORPORATION

JOB POSTING

HOMEOWNERSHIP COORDINATOR

Organization Overview

Neighborhood Restore Housing Development Fund Corporation (“Neighborhood Restore”) and its affiliate nonprofit entities (Restored Homes HDFC, Restoring Communities HDFC, Preserving City Neighborhoods HDFC, Neighborhood Renewal HDFC, Project Rebuild, Inc.) collaborate with the New York City Department of Housing Preservation and Development (“HPD”) on programs that seek to foster neighborhood stabilization by efficiently transitioning properties from physical and financial abandonment to responsible third party ownership. Neighborhood Restore also utilizes citywide partnerships to create affordable homeownership opportunities for households of low- and moderate- income.

Responsibilities

- Coordinate marketing and sale of properties, establishing and monitoring procedures and guidelines.
- Submit and monitor applications for additional sources of subsidy.
- Participate in orientations and informational seminars.
- Develop related communication/marketing materials, including homebuyer publications and website.
- Provide advice and guidance to community partners on marketing and sales procedures.
- Monitor the process for selecting eligible homebuyers and ensure that preferences categories are met.
- Ensure that prospective homebuyers complete required documents and receive necessary approvals for closing, including homebuyer training.
- Work closely with community partners, construction managers and legal counsel to assess rehabilitation progress and timing for homebuyer closings.
- Manage the closing process with qualified homebuyers.
- Participate in meetings with architects/engineers and contractors.
- Prepare status project reports.

Qualifications

- Minimum of 3 years of relevant work experience in the area of housing, real estate and community development.
- A bachelor’s degree is required, and a graduate degree is preferred, but additional years of relevant experience may substitute for a formal degree.
- Knowledge of housing and community development is preferred.
- Strong organizational and communications skills. Must have the ability and patience to work with the public and community groups.
- Knowledge of MS Word, Access, Excel, Outlook, Power Point required, knowledge of ArcGIS and Sales Force preferred.
- Ability to coordinate complex activities, meet deadlines and use good judgment in satisfying conflicting demands and setting priorities.
- Ability to work independently and to perform tasks with limited supervision.
- Willingness to work as an effective, enthusiastic member of a team.

Please send your cover letter and resume to: humanresources@neighborhoodrestore.org

Neighborhood Restore is an Equal Opportunity Employer