



Homeownership Counselor/Property Management Coordinator

HOPE has an immediate opening for an energetic individual with passion, persistence, and a commitment to serving low / moderate income households seeking the dream and stability of homeownership. Great interpersonal skills required, along with a sense of humor and flexibility; additionally, applicants must be self-motivated, very well organized and detail-oriented. Experience in real estate or affordable housing industry preferred. The Homeownership/Property Management Coordinator is responsible for performing a variety of functions in support of our programs and mission. This is a full-time, grant funded and sales-based position.

The position will interact with the general public, other professionals in the home sales and financing sector, as well as HOPE's staff. Additionally, this position will be the primary contact for tenants and applicants at HOPE's small but growing list of owned properties, and will be responsible for maintaining property management records and reporting duties.

Job Duties

- provide individual pre and post purchase counseling, with a goal of pre-qualifying potential homebuyers for loans
- assist with the loan packaging process
- work with qualified applicant to identify home location and contractor, supervise construction contract documents, all the way to the permanent mortgage closing
- maintaining an accurate database for client tracking as well as maintaining client files for counseling activities
- preparing and submitting reports for partners/funders on people served and services provided
- obtaining and maintaining required professional trainings and certifications
- conducting marketing and outreach events in the community to advertise programs and services
- building relationships with lenders, real estate agents, and other professionals in the field
- marketing and outreach to create a full pipeline of applicants for homeownership, including but not restricted to HOPE's own subdivisions and properties.
- maintain records for HOPE's rental properties, including tenant applications, maintenance requests, and compliance reporting; manage other agency property and compliance reporting.
- perform special projects and other duties as assigned by the Executive Director.

Qualifications

- Prior real estate, construction, loan packaging and/or housing counseling experience is helpful.
- Advanced proficiency with Microsoft Windows-based software including Outlook, Word, Excel, PowerPoint and Internet Explorer; web-development skills and experience also preferred.

Helping Overcome Poverty's Existence, Inc.

680 West Main Street | PO Box 743 | Wytheville, VA 24382

Phone (276) 228-6280 | Fax (276) 228-0508

www.wythehope.org



- Familiarity with on-line client management systems as well as systems and processes around homeownership sales, financing and counseling.
- Excellent written and oral communication skills; exceptional customer service skills.
- Strong interpersonal skills; ability to deal effectively with a diversity of individuals in a professional manner.
- Strong organizational, problem-solving and analytical skills; ability to multi-task, manage priorities and workflow.
- Good judgment; punctual, dependable, ability to make timely and sound decisions.
- Ability to maintain confidentiality.
- Valid driver's license; must pass a drug screen and a criminal background record.

Education/Experience

- Minimum Associates Degree (AA/AS),
- Three to five years related experience, preferably in real estate or retail sales, property management, and/or a related field, or with a non-profit organization.
- Equivalent combination of education, training and prior experience will be considered.

Salary/benefit package

- Total package is negotiable, from \$37,500 -- \$43,000 based on experience, which includes full employee health insurance, retirement with up to 3% match, short & long term disability, dental.

Application Deadline: Until filled

To apply, send resume with three (3) employment references to:

Andy Kegley, Executive Director

HOPE, Inc.

PO Box 743

Wytheville, VA 24382

akegley@wythehope.org

For more information, contact (276) 228-6280, Ext 211.

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