

Director of Homeownership Programs

Passionate about supporting families reaching the goal of homeownership? Are you looking to have an impact on the communities you serve? If so, we have a terrific opportunity for you!

New Jersey Community Capital (NJCC) is committed to increase access to affordable, sustainable single-family mortgages for low- and moderate-income (LMI) home buyers. We have created a collaborative with four credit union partners and several non-profit counseling organizations to build **Address Yourself**[®] (www.addressyourself.org). This web-based initiative combines homeownership and credit counseling with affordable mortgage products and down payment assistance grants. We work with our partners to create and implement new mortgage products and secondary outlets for underserved families, including undocumented immigrants.

What you'll do

You will use your relationships in the affordable housing, mortgage lending, and community development communities to drive the **Address Yourself**[®] initiative. Your primary duties will include the continuous identification, development, and maintenance of a network of partners. Reporting to the Chief Operating Officer, you will:

- Provide oversight and direction of the entire initiative.
- Work with and direct a 2-person staff to:
 - Manage the marketing of the program and work with our counseling partners to drive participation in credit counseling programs that will produce qualified LMI buyers who will be able to secure mortgages from our credit union collaborative.
 - Engage with partners to create new mortgage products to meet targets for originating and closing mortgage loans.
 - Expand our Down Payment Assistance program by engaging with governmental agencies to manage down payment assistance grants on their behalf.
 - Work with our External Affairs unit to identify additional sources of funding for Down Payment Assistance and ITIN mortgage programs.

 - Manage the **Address Yourself**[®] website, and work with partners to keep it relevant and active.
 - Manage homeownership related investments held by NJCC.
 - Manage data collection and report on selected outcomes of Homeownership program activities.

The skills you'll need

We're looking for a person with strong leadership and strategic thinking skills who is motivated and driven to develop his or her career. To be successful in this role, you'll:

- Have at least 5 years' experience in affordable housing and mortgage lending industries. Not required but experience with credit unions is definitely a plus.
- Have at least 2 years' experience supervising a mission based staff team with proven performance in meeting marketing goals
- Have demonstrated ability to manage data reporting and evaluating organizational performance through the analysis of the information contained in those reports
- Be experienced in leading a diverse team of individuals from different organizations toward a common goal.
- Have a track record of being able to cultivate and maintain relationships with diverse stakeholders (government, nonprofit) and to grow organizational partnerships.
- Have a flexible schedule, with the ability to attend meetings and events in the evening across

- Be committed to mission driven work that supports low and moderate income families, especially in foreign born communities. Have demonstrated skills in advocacy efforts, grant writing, and management, including proposal writing, budgeting, and reporting.
- Have a proven talent for public speaking, excellent communications skills with marketing experience.
- Be able to demonstrate proficiency with Microsoft office. (*Extra points for experience with Salesforce!*)
- Hold a Bachelor's degree or Certificate in a related field.
- Ser fluente en español, lectura, escritura, y habla.

What else you'll need to know

At our core, is all about creating thriving communities. We do this through strategic investments and knowledge. Fulfilling the needs and improving the quality of life of thousands of individuals and families would not be possible without our talented and diverse staff, and motivating environment.

Check us out – do a deep dive in our [Glassdoor profile](#) and at www.newjerseycommunitycapital.org.

We offer a competitive nonprofit salary based on experience and skills, as well as a generous benefits package including: health, dental, disability and life insurance; 401(k) savings plan after one year's service; flexible spending accounts (medical, dependent care, and transportation); and 23 paid leave days (includes sick, personal, and vacation) plus 12 paid holidays. NJCC's office is located at 108 Church St. in New Brunswick, NJ, only two blocks from the train station.

NJCC embraces diversity and equal opportunity in a serious way – your application will be considered without regard to demographics. We are dedicated to forming a team that represents a variety of backgrounds, perspectives, and skills. The more inclusive we are, the better our work will be. (To meet customer requirements, we need to also say it this way: *All qualified applicants will receive consideration for employment without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex.*)

To Apply

If this exciting opportunity appeals to you, please email a thoughtful cover letter and resume to hr@njclf.com. Please include "Director of Housing Finance – **Your Name**" in the email's subject line.