

Position Title: Homeownership Coordinator
Department: Homeownership Program
FLSA Status: Non-Exempt
Reports to: Chief Operations Officer
Date Created: October 2026
Salary Range: \$50,000-\$60,000

Position Summary: The Homeownership Coordinator supports the NeighborWorks® Lincoln homeownership program, including pre-purchase homebuyer education, client correspondence, and financial counseling. This position assists the Chief Operations Officer and Homeownership & Financial Counseling Manager in the effective implementation and administration of the organization's Homeownership program.

About NeighborWorks Lincoln

NeighborWorks® Lincoln (NWL) advances affordable housing and strong neighborhoods across the City. Since 1986, the community housing development organization has partnered with neighborhoods across education, engagement, and development services. The team works to create a meaningful and mission-driven environment featuring a high level of autonomy for each of the program areas. Team members function independently but within a collaborative environment that promotes frequent and strategic cooperation to enrich the work and improve outcomes for residents and neighborhoods alike. NWL is an independent affiliate of NeighborWorks® America.

The Prairie Roots Community Land Trust (PRCLT) is a wholly owned subsidiary of NWL. Launched in 2022 to create and steward community-centered housing and economic opportunities in all Lincoln neighborhoods, PRCLT has its own Board of Directors. The South of Downtown Community Development Organization (SDCDO) is a not-for-profit organization whose purpose is to enrich the quality of life for residents of Near South and Everett neighborhoods through collaboration, economic opportunities, and community development. As of July 2025, SDCDO became a Supporting Organization of NWL. While SDCDO has its own Board of Directors, it is operated and supervised by NWL.

Essential Job Functions

CLIENT SERVICES, HOMEBUYER EDUCATION & FINANCIAL COUNSELING MANAGEMENT

- Complete and maintain designation as a HUD Certified Housing Counselor.
- Participate in the delivery of the Homebuyer Education Workshops and assist the Homeownership & Financial Counseling Manager with instruction materials, client correspondence, and financial counseling.
- Meet with prospective homebuyers to provide individualized one-to-one counseling, including review of documentation and household budget analysis to create an Action Plan.
- Input and reporting of client data into client management system, HomeKeeper/Salesforce.
- Assist in all aspects of the homebuying process, including but not limited to, processing purchase agreements, review of title commitments and appraisals, grant funding designation, and closing preparation with lenders, realtors, and title companies.
- Coordinate with Real Estate Development staff regarding availability of new construction and/or renovated homes. Make these offerings available to clients and facilitate showings to potential purchasers.
- Maintenance of client files post-closing, including reports for internal use (insurance, grant matrix), City of Lincoln-UD, and REACH.
- Support the Homeownership & Financial Counseling Manager in the preparation of loan payoff statements, when applicable.

PARTNER RELATIONS

- Participate in the Realtors Association of Lincoln functions.
- Support the Homeownership & Financial Counseling Manager in providing continuing education opportunities to realtors' offices regarding the NeighborWorks Lincoln Homeownership Program.
- Oversee partner relationships with NeighborWorks America Homeownership collaboration, key banking partners, lending institutions, Realtors, and title companies.
- Attend quarterly NWA Midwest Region Homeownership Zoom meetings.

NWL is an equal opportunity employer committed to seeking out and providing candidates of any race, color, national origin, ethnic background, religion, gender, gender identity, sexual orientation, age, or disability full consideration.

COMPLIANCE & REPORTING

- Collaborate with organization leadership on funder reporting and compliance in all aspects of the Homeownership Program, including but not limited to quarterly and annual reporting for HUD, NeighborWorks America, REACH, and Urban Development.
- Coordinate and present the Homeownership Program performance to the Board of Directors biannually.

MISCELLANEOUS

- Attend professional development opportunities as required, with an emphasis on housing and homeownership.
- All other duties as appropriate and/or assigned.

Talents

- Promote racial equity, inclusion, and community empowerment in all aspects of the work.
- Strong written and oral communication skills.
- Serve as a curious and thoughtful participant in the life and work of the organization and its strategic direction.
- Collaborative and mission focused.
- Familiarity with the NeighborWorks America network or the real estate and community development industries.
- Fluent with Microsoft Office (required).
- Ability to work in a team setting.
- Strong attention to detail with the ability to multi-task; self-driven, and independent.

Qualifications

- High school diploma or equivalent.
- Prior experience in lending (loan underwriting and servicing), real estate, title, or other nonprofit experience.
- Believe in the power of affordable housing to stabilize families and advance neighborhoods.
- Commitment to a more inclusive and equitable Lincoln.

Physical Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to stand, walk, use hands to handle or feel, reach with hands or arms, climb or balance, talk or hear. The employee must regularly lift and/or move up to 25 pounds. The employee must be able to lift and/or move up to 50 pounds occasionally.

Working Environment

While performing the duties of this job, the employee will be exposed to indoor conditions. The noise level in the work environment is usually moderate. Infrequent evening/weekend commitments and one (1) to two (2) travel opportunities annually.

Scheduling

The Residential Rehab Manager position is full-time and is not eligible for remote-work scheduling.

Apply | Email the following to Chief Operations Officer, Leslie Coleman, at leslie.coleman@nwlincoln.org:

- Cover Letter (1 page preferred) that explains your interest in the position, familiarity with the organization, and relevant experience.
- Resume
- Note: Professional references will be sought from finalists

Timing | Applications will be accepted on a rolling basis until the position is filled. Candidate interviews will begin as early as the week of October 19, 2026, with a preferred start date of January 4, 2027. Incomplete or illegible materials may be rejected and NWL reserves the right to waive any requirement.

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