

POSITION TITLE | Homeownership Director (Full-Time, Exempt)

COMPENSATION | \$62,000 to \$75,000, plus benefits (based on skillset and relevant experience)

BENEFITS | Progressive workplace with paid vacation and sick leave, flexible schedules (remote work friendly), support for professional development/travel/continuing education, health insurance (medical/dental/vision), life insurance, short- and long-term disability, and savings plans (HSA, 401K) with retirement match.

THE ROLE | NeighborWorks Lincoln seeks a Homeownership Director that will help propel its mission to, “improve lives by expanding affordable housing opportunities and strengthening neighborhoods.” This team leader will strengthen an array of financial, educational, and counseling services to help the organization develop solutions to the region’s most pressing housing challenges. This candidate will succeed a fifteen-year steward of the program (retirement) to help shape organizational strategy and move the region forward, including the following core functions:

1. 25% - Implement (and track) homeownership grant funding (HUD HOME, NAHTF, etc.)
2. 25% - Manage home purchase process and liaise with associated partners (realtors, lenders, title, etc.)
3. 25% - Oversee educational and counseling programs, including curriculum and staff development
4. 15% - Strategic positioning and partner development to advance homeownership across Lincoln
5. 10% - Reporting to NeighborWorks America, funders, and partner agencies

ABOUT US | NeighborWorks Lincoln is a force for opportunity and inclusion across Lincoln as we work toward a future where every child and adult lives in a quality affordable home in a strong and socially-connected neighborhood. We believe these are the building blocks of a healthy and equitable city. Since 1986, the community housing development organization (CHDO) has engaged neighborhoods holistically through education, engagement, and development services. The staff works to create a fun and meaningful work environment that features a high level of autonomy for each of three program area teams (homeownership, community building, real estate) that benefit from frequent and strategic collaboration to improve outcomes for residents and neighborhoods alike. NWL is an “exemplary” affiliate of the NeighborWorks America network.

REQUIREMENTS/PREFERENCES | Successful candidates will demonstrate a combination of the following:

- Undergraduate degree in a related field (preferred) and at least five years of practical experience in real estate, home lending/titling, or financial counseling
- Demonstrated ability to facilitate teams and work effectively in group settings
- Refined professional communication, including writing, oral, and presentation skills
- Fluency with Microsoft Excel and Office Suite (required) and Google Workspace (preferred)
- Attentive to detail and able to develop/implement a work plan
- Ability to work independently and provide and guidance to direct reports
- Ability to solve problems and “connect the dots”, sometimes in innovative ways
- Belief in the power of affordable housing to stabilize families and advance neighborhoods

CONFIDENTIALITY | NWL understands that the pursuit of new employment can be a worrisome endeavor for anyone with stable employment and is committed to conducting the hiring process with the requisite confidentiality and accommodation requested by each candidate. Please indicate any special requests in your cover letter/email.

DIVERSITY AND INCLUSION | NeighborWorks Lincoln is committed to inclusive and equitable practices in all aspects of our work, including the furtherance of fair housing and equitable opportunities for all people to live in strong neighborhoods with access to dignified housing. This work includes individual and organizational analysis of our role in the cessation (or furtherance) of harmful social and economic structures, including affirmative hiring practices, where we are 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.

SCHEDULING | NWL is supportive of flexible and remote scheduling. A “3/2/2” approach asks most team members to work from the office 60% of the time and be reachable by their peers from 10am and 3pm, daily. “Comp time” is utilized to recognize extraordinary effort as well as infrequent evening and weekend commitments. Professional development and community service are encouraged, even during work hours (with sufficient notice).

APPLY | Email the following to Jake McMullin of Zelle Human Resource Solutions at jake@zellehr.com (confirmation of receipt will be provided):

- Cover letter (1 page preferred) that explains your interest in the position/organization and any relevant experience
- Resume or Curriculum Vitae
- NOTE: A writing sample and professional references will be sought from finalists

TIMING | Initial applicant review will begin the week of Nov 28, with a preferred start date of Jan 9, 2023. Incomplete or illegible materials may be rejected and NWL reserves the right to waive any requirement or consider applicants that have not formally applied.