



Florida Low Income Housing Associates

managed by

COMMUNITY HOUSING PARTNERS

Career Opportunity in Inverness, FL

Homeownership Program Manager

Florida Low Income Housing Associates, Inc. (FLIHA, managed by Community Housing Partners) has an immediate opening for a Homeownership Program Manager to join our dynamic team! The Manager's primary responsibility includes day to day management of all single family homeownership programs and activities. The Manager supervises program staff and oversees single family real estate development, homebuyer education and counseling, lending and realty services. The Manager works under the direct supervision of the Director of Homeownership/Principal Broker.

Essential duties and responsibilities including but not limited to:

- Identify potential properties for acquisition/rehabilitation/resale programs; Evaluate potential properties for inclusion in programs by: conducting site visits/property tours, creating a scope of work and securing construction cost estimates, preparing development budgets, comparable market analysis (CMA) reports, and affordability analysis reports
- List, market and sell properties in FLIHA's inventory and show properties to and represent homebuyers to purchase homes in West Central Florida
- Prepare all needed representation, listing and purchase agreements; Assist with preparation and negotiation of offers, amendments, etc. to purchase agreement and present those offers; communicate with the necessary parties; ensure obligations of contracts are fulfilled before the closings
- Coordinate property closings, review closing statements, assist clients in completing paperwork and oversee the signing of documents
- Develop marketing plans for FLIHA Homeownership Program and the realty company; implement general marketing and outreach as well as marketing of listings through a variety of avenues
- Develop partner relationships
- Assist with grant writing and contract management
- Prepare and maintain all client and company files on a daily basis and protect confidential information
- Communicate regularly and promptly with FLIHA supervisor, other employees, prospects, customers and clients as well as external partners and funders; ensure timely and accurate reporting (internally and externally)
- Coordinate CHP homebuyer education courses and serve regularly as a speaker
- Provide individual homebuyer counseling, oversee counseling and education program and supervise counseling and education staff
- Provide lending services, oversee lending program and supervise lending staff
- Maintain active real estate license in the state of Florida, active membership in the National Association of REALTORS®, Florida Association of REALTORS®, Local Association of Realtors and Local MLS in licensee's geographic working area
- Complete continuing education requirements necessary to maintain all licenses required

Ideal candidate must have: Bachelor's Degree in Real Estate, Development, Business Administration or related field and three (3) years experience in residential real estate or lending. Must have experience in personnel, financial/budget and program management, marketing/sales, working with moderate income and first-time buyers; knowledge of applicable real estate, lending, homebuyer education/counseling related laws and regulations; excellent written and verbal communications skills; and excellent public speaking/presentation skills. Proficiency in the use of computers and software applications such as Microsoft Office is required. Knowledge of the affordable housing industry and prior familiarity with federal, state and local affordable homeownership programs preferred. Mortgage Loan Originator license a plus.

FLIHA/CHP offers a competitive salary with excellent benefit package and work environment. Interested parties must submit resume, cover letter and FLIHA/ [CHP Employment Application](#) to klawson@chpc2.org by 5:00 p.m., Monday, April 15, 2013 to be considered.

FLIHA/CHP is an Equal Opportunity Employer seeking applicants who can bring diverse viewpoints, experience, talents, and culture to promote our organization's mission of creating affordable, sustainable housing opportunities in the communities we serve.