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Homeownership Center Manager position

Qualified candidates should send resume to: jobs@investatlanta.com

Job Description

The Homeownership Center Manager (HCM) is responsible for providing leadership, vision, and overall development, implementation and management of all Invest Atlanta first mortgage and down payment assistance programs. The primary focus of the position is lending, partnership development, grant and business plan preparation and submission, marketing, project and program compliance and preparation and monitoring of the annual budget for Homeownership Center. Additional duties include staff supervision, motivation and evaluation, program development, service coordination and intra-agency and partner planning and oversight of data collection and reporting for programs and services administered by the Homeownership Center. The HMC will report directly to the Managing Director of Housing Finance.

This position may be subject to SAFE Act Registration Requirements. Pursuant to the SAFE Act requirements, all applicants for employment who will be engaged in residential loan mortgage originations (as defined by the SAFE Act) must register with the federal registry system and maintain a status in good standing under the SAFE Act requirements. If at any time the Homeownership Center determines that your position requires SAFE Act registration, you will be required to register and to submit to the required SAFE Act background check and registration process. Failure to register successfully or to maintain a status in good standing under the SAFE Act will affect your eligibility for continued employment and may result in your immediate termination.

Duties, Tasks & Responsibilities

- Manage all programmatic functions of Invest Atlanta's single family mortgage programs to include, but not limited to, development, marketing and management of the Single Family Bond Program, Housing Opportunity, Atlanta Affordable Homeownership Program (AAHOP), Vine City Trust Fund Homeownership Program, Neighborhood Lift sm and Beltline Downpayment Assistance programs.
- Lead the development of new resources, partnerships, programs, projects and products for the Homeownership Center
- Identify and work collaboratively with local, state and federal agencies and external private partners to deliver innovation, impactful and sustainable single family programs.
- Spearhead business development opportunities with single family homebuilders/developers to encourage participation in single family mortgage loans programs;
- Recruit lenders and other external partners for participation in all Invest Atlanta's single family mortgage program
- Develop and implement training module for single family programs to real estate professionals including mortgage companies, operations staff, real estate brokers, closing attorneys and housing counseling agencies.

- Prepare project descriptions and contracts for down payment assistance programs funded through various public and private agencies.
- Identify, develop and maintain partnership in all communities served by Invest Atlanta
- Effectively maintain a balanced and fiscally responsible budget for the Homeownership Center
- Work closely with underwriters to structure bond transaction, price/sell bonds and select master servicer and lenders.
- Establish program parameters and guidelines; prepare Invitation to Participate; evaluate and select program participants ensure all program requirements and legal documentation are in order prior to launch of any new single family initiatives
- Review and approve Single Family bond documents; communicate with Bond Counsel, Underwriter, Trustee and Master Servicer to close Single Family bond transaction;
- Maintain ongoing communication with master servicer and trustee to ensure that mortgage loans are pooled timely and accurately; manage post-closing compliance monitoring and reporting for single-family bond program
- Maintain knowledge of external programs offered by other organizations as well as traditional secondary lenders.
- Communicate with community leaders, public officials of other groups to address questions & concerns relative to the need for program, criteria and parameters.
- Manage, establish work priorities, assigns duties, monitors and evaluate performance of Mortgage Specialist, Loan Processor and any other assigned program staff.

Skills and Abilities

- Extensive knowledge of various real estate mortgage products, loan origination and underwriting criteria;
- Strong interpersonal, communication and negotiation skills; ability to work well with neighborhood groups, community leaders and local government personnel;
- Ability to gather, analyze and synthesize data in preparation of contracts, loan closing documents and program reports; knowledge and skill in program planning and implementation;
- Ability to work closely with a team of lenders, loan specialists, and underwriters to conduct analysis and ensure that customer satisfaction and service remains a top priority;
- Ability to plan and carry out assignment to meet departmental and corporate objectives, deadlines and targets
- Ability to relate well to persons and groups of diverse social and economic backgrounds
- Excellent written and verbal communication skills
- Outstanding managerial skills, ability to motivate and inspire staff

Education & Experience

- Graduation from an accredited college or university with a bachelor's degree in business administration, real estate, public administration or related field
- Seven (7) years of progressively responsible corporate, bond or mortgage finance experience.

“We are an Equal Opportunity Employer. All qualified applicants, including but not limited to Minorities, Females, Disabled and Veterans are encouraged to apply.”

