



**POSITION DESCRIPTION**  
[www.habitatmetrodenver.org](http://www.habitatmetrodenver.org)

<b>Title:</b> Community Land Trust Assistant Manager	<b>Employment Status:</b> Full-time
<b>Department:</b> Homeowner Services and Lending Programs	<b>FLSA Status:</b> Non-Exempt
<b>Reports to:</b> Manager - Community Land Trust	<b>Supervises:</b> Volunteers

July 2023

**Who You Are:**

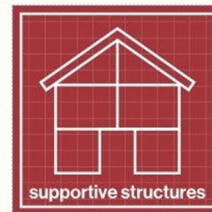
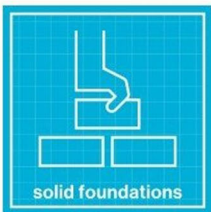
You're someone who people can rely on and you're always there when they need a helping hand. You are skilled at managing delicate relationships and enjoy facing unique challenges every day. You're inquisitive and enjoy diving into finer details to make sure projects stay on track and information is accurate. You're looking for a new position where you can make a difference in your life, the lives of others, and the world. In return, you seek an organization that appreciates your individuality and supports you as a member of a diverse and talented team. People often comment on how you're organized, thorough, compassionate, and full of great ideas. You know in your heart it's time to find an opportunity to be part of something larger; more impactful. If this sounds like you, please allow us to introduce ourselves.

**Who We Are:**

Habitat for Humanity of Metro Denver (Habitat Metro Denver) is part of a global, nonprofit housing organization that seeks to put God's love into action by bringing people together to build homes, communities, and hope. Habitat for Humanity was founded on the conviction that everyone needs an affordable, healthy, and stable place to live in dignity and safety, and that affordable housing should be a matter of conscience and action for all. To achieve our vision of a world where everyone has a decent place to live, Habitat Metro Denver builds, renovates and sells homes in partnership with low- and moderate-income families. Habitat Metro Denver is also an advocate for policies that create and preserve affordable housing. We work in neighborhoods across five counties in Metro Denver to not only build, renovate and sell new homes, but also to do critical home repairs to help families stay in their homes longer. Throughout our 43-year history, Habitat Metro Denver has served more than 2,500 households and is the 8th largest producer in the Habitat U.S. network.

**How We Succeed Together:**

Habitat Metro Denver's **Cultural Blueprint** highlights the specific behaviors and mindsets that support our core values and guide day-to-day decisions, behaviors, and interactions of every person within our organization.



**Solid Foundations** - Our mission is at the heart of everything we do. We are passionate about our work, our teams, and our relationships.

**Innovative Design** - We are curious. We embrace change. We take risks and initiative to address a complex social issue – housing. We exemplify grit and determination in our relentless pursuit to ensure everyone has a safe and affordable place to call home.

**Open Doors** - We welcome everyone. We aspire to be an inclusive organization that celebrates one humanity – where equity, diversity and inclusion are at the core of every facet of our work.

**Clear Windows** - We approach everyone with kindness, clarity, and transparency. We champion authenticity, illuminate our strengths, and hold ourselves and others accountable.

**Supportive Structures** - We have each other's backs. We collaborate. Becoming better at what we do takes all of us. By building homes and life-changing careers, we make a transformational difference in our lives and the lives of others.

## **GENERAL DESCRIPTION**

The Community Land Trust Assistant Manager will assist and support the Manager - Community Land Trust to manage Habitat's Colorado Community Land Trust (CLT) Program; which includes aspects of the real estate, closing, compliance, and the homeowner support functions of the program. This position will work closely with the Manager - Community Land Trust, Community Development, Real Estate Development, AMS, and Homeowner Services Departments to assist in the continued integration of the CLT model into Habitat's program, and to help manage and grow the program.

*The following reflects the organization's definition of essential functions for the job but does not restrict the tasks that may be assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform essential job functions.*

## **CORE RESPONSIBILITIES:**

### **REAL ESTATE DEVELOPMENT**

- Work with Real Estate Development team to evaluate all future projects for land trust model.
- Assist with the home purchase process including the development of financial proformas to model homeownership affordability.

### **LAND TRUST CLOSING AND COMPLIANCE**

- Perform income eligibility certification with complete backup verification information collection for the certification.
- Closing document preparation and coordination of closing on all sales and re-sales.
- Manage all land lease compliance with homeowners and HOAs.
- Maintain post-closing process including maintaining homeowner and property files.
- Review refinance requests to assure compliance with land lease requirements.
- Assist with CCLT grant applications and grant draws.
- Assist with compliance with associated grants and performance contracts.

### **COMMUNICATION AND SUPPORT**

- Coordinate marketing and outreach with Homeowner Services Department and real estate agent.
- Conduct CCLT Home Buyer Orientation sessions with home buyers.
- Initial contact with home sellers includes answering questions about the sales process, ordering appraisals, and completing Maximum Sales Price Determinations.
- Work with CCLT homeowners who are delinquent on land lease fees, HOA fees and/or mortgage payments. Coordinate with Housing Counselors, HOA, and lenders to resolve financial issues and work with legal counsel when necessary.
- Conduct periodic property inspections and advise homeowners on home maintenance.

- Participate in preparation and implementation of service strategies and budget that is consistent with overall strategic plan for Program.
- Prepare reports and perform analysis as needed. Monitor and report progress toward achieving goals applicable to the business plan.
- Work with Accounting Department to assist regarding delinquent Land Lease fees, notification of sales and resales to provide new homeowner information and payment schedule, as well as, assist with department budgets, annual Audit/990 preparation, new CCLT-County LLC creation and annual reports as required.
- Maintain and revise policies and procedures as needed.
- Maintain partnership with County Assessors and work with them regarding property tax matters; Parcel splits, Valuations, and Homeowner sale changes.
- Develop and maintain partnerships with Housing Authorities for CCLT-County LLC's annual reporting and regular communications.
- Maintain transparent relationships with lenders, Title Companies, Appraisers, County Assessors, Real Estate Brokers, HOA Management companies, and Homeowners for purposes of Habitat and CLT program integrity.

#### **SKILLS AND QUALIFICATIONS**

- A strong personal and professional commitment to Habitat's mission and the Denver Metro community.
- Behaviors and interactions accurately reflect cultural values outlined in the Cultural Blueprint above.
- This position requires a highly organized, detail-oriented person able to work both independently and as a part of a team.
- Strong editing, writing and proofreading skills and the ability to communicate effectively and professionally with various internal and external stakeholders.
- Possess knowledge of Colorado residential real estate practices.
- Knowledge of the Fair Housing and the Equal Credit Opportunity Act, mortgage lending and servicing, HOA management highly preferred.
- Ability to handle highly sensitive, confidential information and use independent judgement to perform day to day tasks.
- Able to adapt to a dynamic environment with unexpected changes to priorities.
- General understanding of standard residential real estate closing documentation to include; Contract to Buy and Sell, Settlement Statements, Disclosures, and Addendums highly preferred.
- Notary public preferred. Candidates who are not notary publics should be eligible to become a notary.

#### **EXPERIENCE**

- Experience with residential real estate closings and 5 or more years of experience in the affordable housing industry is required.
- Proficiency in Microsoft office programs (MS Teams, Excel, Word, Outlook, PowerPoint, and SharePoint) and able to learn as needs of job and available technologies evolve.
- Experience with HomeKeeper, Raiser's Edge, and/or Servicing Director programs highly preferred.
- Bilingual - fluency in Spanish/English preferred

#### **WORK ENVIRONMENT AND CONDITIONS, PHYSICAL REQUIREMENTS NECESSARY TO PERFORM THIS JOB:**

- Most work is done indoors in an office or meeting setting.
- Ability to work at a computer for extended periods of time.
- Hybrid work model (minimum 2 days/week at a Habitat location, with ability to work from home the other days) During the first 6-9 months of employment additional days in the office will be required to

build critical interpersonal connections and strengthen the communications team's vision, strategy, and cohesiveness.

- Some work conducted off site at other agencies, HOA meetings, in the homes of applicants, or other locations as needed; this can often require evening and weekend meetings.
- Ability to travel to and from meetings and appointments in locations and times when public transportation is unavailable.
- A Motor Vehicle Report (MVR) will be run for insurance purposes.
- A valid driver's license and ability to be insured under the company's insurance policy is a prerequisite.
- Must be able to lift and carry up to 15 pounds at times.
- Proof of COVID-19 vaccination is currently NOT required for employment.

**The Starting Hourly Pay Range** for this position is expected to be \$22.40 - \$24.85 / hour with consideration given for candidates who exceed the preferred requirements and possess extensive experience above the minimum requirements. The full range for this position is \$22.40 - \$27.30 / hour

Benefits available include medical, dental and vision insurance options; 401k savings match; paid Life Insurance and AD&D policy; Short and Long-Term Disability Insurance; Paid Time Off for vacation, sick, holidays, floating holidays, Healthy Families Workplace Act (HFWA) Leave; Parental Leave and paid time to volunteer.

**Please apply** by copying and pasting the following link in your browser:

<https://www.paycomonline.net/v4/ats/web.php/jobs/ViewJobDetails?job=42290&clientkey=9F05EDCA5A4F338D08503989FA9B94C0>

Or visit our **Careers Page:**

<https://habitatmetrodenver.org/about/careers/>



*At Habitat for Humanity of Metro Denver, we value diversity and strive to ensure that our practices and policies are equitable and inclusive. We do not tolerate harassment or discrimination of any kind. We are committed to complying with all federal, state, and local laws providing equal employment opportunities, and all other employment laws and regulations. It is our intent to maintain a work environment that is free of harassment, discrimination, or retaliation because of age (40 and older), sex, sexual orientation (including transgender status and gender identity or expression), pregnancy (including childbirth, lactation, and related medical conditions), marital status, race, national origin (including ancestry), disability, creed, religion, genetic information, HIV status, military or veteran status, or any other status protected by federal, state, or local laws. Habitat Metro Denver is dedicated to the fulfillment of this policy in all aspects of employment, including but not limited to recruiting, hiring, placement, transfer, training, promotion, rates of pay, and other compensation, dismissal, and all other terms, conditions, and privileges of employment.*