



Job Announcement Homeownership Program Manager

Position: Homeownership Program Manager

Employee Type: Full-Time, 35 hours per week, Exempt

Neighbors Helping Neighbors (NHN) seeks a Homeownership Program Manager to lead a multi-faceted nonprofit homeownership counseling and advocacy department in Brooklyn.

NHN is a 33-year-old non-profit, community-based organization whose mission is to promote racial justice while empowering low- and moderate-income New Yorkers to fight for, secure, and maintain quality housing and build financial assets. The organization is a HUD-approved housing counseling agency providing foreclosure prevention services, homebuyer education, affordable solar, and tenant advocacy. NHN is an affiliate of Fifth Avenue Committee (FAC), a 45-year-old nonprofit comprehensive community development corporation and chartered member of NeighborWorks America and the Hispanic Federation whose mission is to advance economic, social, and racial justice in New York City through integrated, community-centered affordable housing, grassroots organizing, policy advocacy and transformative education, training and services that build the power to shape our community's future. To learn more about NHN and FAC go to www.fifthave.org.

Responsibilities include:

Leadership and oversight: The Homeownership Program Manager will lead a three-person team including a First-Time Homebuyer Counselor, Foreclosure Prevention Counselor, and an AmeriCorps member in NHN's Housing Counseling Department with an annual budget of over \$500k. The Manager will have primary responsibility for meeting program deliverables and will effectively guide and support the counseling team towards those goals. The Manager will also conduct counseling as needed to provide leave coverage or to help the team meet community needs and achieve program goals. The Manager will lead NHN's Barrio Solar Program, which provides technical and financial assistance to help low- and moderate-income New York City homeowners to implement solar energy. The Manager will be responsible for coordinating Barrio Solar activities with partners and managing the solar down payment assistance fund.

Program development and design: With the goal of furthering racial justice and closing the racial wealth gap, the Manager will continually improve existing programs and implement new initiatives. This includes refining the homebuyer program (including homebuyer seminar curriculum) to ensure it continues to effectively serve BIPOC residents, guiding the growth of Barrio Solar, leading the planning and development for new programs, such as becoming a Community Development Financial Institution (CDFI) and the creation of a social enterprise mortgage brokerage to better serve LMI BIPOC homeowners in NYC, among others.

Marketing and outreach: The Manager will develop marketing plans to affirmatively promote NHN's services to LMI BIPOC residents. They will implement outreach activities, including overseeing staff and volunteers, as well as providing direct help with leading public webinars, tabling at events, staffing a bimonthly foreclosure clinic, and others.

Contract management, reporting, and data: The Manager will have primary responsibility for overseeing

contracts with government agencies, intermediaries, and banks. They will play a leading role in monthly and quarterly reporting and will support the fundraising team with grant writing as needed. The Manager will work with FAC's Data and Evaluation Manager to continually refine NHN's new Salesforce database and will ensure that their teams' data entry is thorough. They will use dashboards and data to evaluate program activities and implement improvements.

Collaboration and partnership-building: The Manager will participate as a member of the Management Circle, which includes staff from FAC and its two affiliates, NHN and Brooklyn Workforce Innovations (BWI), where they will work with senior management to contribute to organizational decision-making, budgeting, and planning. The Manager will creatively further goals of cross-departmental collaboration. They will actively build and maintain outside partnerships and may serve on various working groups involved in homeownership policy and advocacy.

Other duties as assigned.

Some evening or weekend hours may be required.

Qualifications:

- Strong commitment to NHN's mission.
- Master's degree preferred with background in business administration, public policy, urban planning, social work, or related field of study.
- HUD Certified Housing Counselor.
- Experience in both homebuyer counseling and foreclosure prevention counseling.
- Well-versed in mortgage and community development lending program and guidelines.
- Knowledge of and interest in solar, renewable energy, and green retrofitting.
- Experience with contract and grant management and non-profit organizational budgeting.
- Excellent interpersonal and team-building skills.
- Proficient in writing and public speaking.
- Ability to engage with low- and moderate-income residents in a respectful manner.
- Excellent computer skills required.
- Creative, thorough, and able to concentrate while meeting deadlines.
- Supervisory experience preferred
- Bilingual English-Spanish a plus

Compensation & Benefits: \$75,000 to \$85,000 commensurate with experience. NHN offers a comprehensive benefits package including health, dental and vision insurance benefits (following a 60-day waiting period), voluntary flexible spending plan, 403b retirement plan, and paid leave time including 18 vacation days and 12 holidays. Opportunity to work up to two days per week remotely.

To Apply:

Please email cover letter, resume and salary expectations indicating "Homeownership Program Manager" in the subject line to:

Neighbors Helping Neighbors
621 DeGraw Street
Brooklyn, NY 11217
Jobs@fifthave.org

No phone calls

***NHN is an equal opportunity employer (EEO).
People of color, community residents, and women are strongly encouraged to apply.***