



## **Director of Homeownership and Stewardship**

Seattle, Washington

Salary: \$95,000 to \$100,000, annually

Posted: October 2024

### **THE ROLE**

Homestead seeks a visionary and experienced leader with a strong background in community land trust homeownership to guide and grow our homeownership services and stewardship program. The Director of Homeownership and Stewardship will play a pivotal role in a time of rapid organizational growth. The Director will be responsible for expanding existing programs, supporting the growth and development of our current staff, and strengthening partnerships with community organizations to support both current homeowners and future homebuyers.

As a member of the senior leadership team, this position offers a unique opportunity to design innovative solutions that address the financial, emotional, and funder compliance challenges associated with affordable homeownership. By blending strategic leadership with technical expertise, the Director will ensure the long-term success and sustainability of our programs while advocating for the needs of homeowners and promoting Homestead's mission to preserve affordable housing for generations to come.

Given our mission and the communities we serve, we are particularly interested in candidates from populations which are systematically disenfranchised from traditional home buying processes. These include (but are not limited to) Black, Indigenous, and other people of color.

### **THE ORGANIZATION**

Homestead Community Land Trust creates stability, equity and opportunity by developing land and housing in trust, giving lower-income households the opportunity to own a home that is affordable to them and remains affordable to future owners. Our work is expanding an equitable economy for housing to create vibrant communities, help repair the harms of housing discrimination and protect vulnerable communities from displacement.

With 257 homes in trust, Homestead is the largest community land trust in Washington State. Homestead builds new homes and rehabs existing homes, raising funds to price these homes affordably for first-time homebuyers who make less than 80% of area median income. The community land trust model makes and keeps homes affordable permanently through agreements with our buyers. We have an active pipeline of 240 homes that will be built over the next six years, and emphasize the environmental sustainability of our building methods and materials.

### **DUTIES AND RESPONSIBILITIES**

#### **Program Leadership and Development**

Lead a department known for innovative programs and policies that expand support for current and future homeowners, aligning with Homestead's strategic goals and mission impact.

- Systemically work to address barriers to homeownership in our community, particularly for people of color and those without a family history of homeownership.
- Strengthen partnerships with community-based organizations, lenders, and funders to enhance program impact and secure resources for expanding homeownership opportunities.
- Spearhead the development of new programs, such as the Homebuyer Club, to better serve target neighborhoods and communities.
- Evaluate and improve existing programs to increase efficiency and enhance homeowner engagement and satisfaction.

### **Supervise and Support Staff**

Supervise and mentor the homeownership and stewardship staff, providing clear direction, technical expertise, and support to fulfill organizational work plans, strategies, and program goals.

- Develop onboarding and training programs for new staff members to ensure rapid integration and long-term success within the team.
- Oversee the creation and management of policies, systems, and procedures that facilitate first-time homeownership for low- to moderate-income individuals and families.
- Collaborate with homeowner associations and leadership teams to support ongoing homeownership and maintenance initiatives.
- Manage relationships with at-risk homeowners to prevent foreclosure and protect homeowner equity.
- Provide technical expertise and oversight for homeownership-related transactions, including drafting purchase and sale agreements, managing contracts, and coordinating with lenders, funders, and title companies.
- Use data analysis tools, such as Salesforce CRM and HomeKeeper, to improve transaction processes and enhance positive homeowner outcomes.

### **Data Management and Utilization**

Maintain and strengthen data management systems that support compliance, process improvement and impact reporting

- Ensure complete and accurate data entry and maintenance in Salesforce CRM/HomeKeeper.
- Maintain and enhance systems for effective recordkeeping, reporting, and compliance with funder requirements (e.g., SHOP, FHLB, WBARS).
- Lead the coordination of staff and contractors to meet subsidy funder reporting and compliance deadlines.
- Maintain current impact data for the HomeKeeper national database, contributing to the ongoing development of industry best practices.

## IDEAL QUALIFICATIONS

While it is unlikely that one candidate will possess all of the qualifications listed below, we are hoping to meet candidates with many of the following:

- 5-7 years of experience working for a community land trust or other shared-equity, permanently affordable homeownership
- Professional experience collaborating with senior leaders on the strategic growth of programs
- Demonstrated ability to design and implement new programs, as well as expand and improve existing services to meet organizational goals and community needs
- Sophisticated analysis of the political, social, economic barriers facing many homebuyers and the existing best practices and options in affordable homeownership to circumvent those barriers
- A bachelor's degree (or equivalent) in real estate, housing, affordable housing, community development, or a related field
- At least three years' experience managing colleagues or teams
- Exemplary public communication skills with best practices in written and verbal communication
- Tested and nuanced problem-solving and critical thinking skills with the ability to pivot, pause, and communicate through program challenges
- Demonstrated collaboration skills with the willingness to build relationships with colleagues and leverage those relationships for smoother, more efficient partnering across departments
- Real estate brokerage license; HUD housing counselor certification (preferred, not required)

## COMPENSATION AND BENEFITS

- Full time, Exempt position
- Salary from \$95,000 to \$100,000, depending on experience
- Medical and dental insurance
- Life & Disability insurance, 4% match to 403(b)
- 11 paid holidays
- HRA benefits, paid sick leave and vacation, professional development, ORCA (transit) card.

## HOW TO APPLY

Homestead Community Land Trust has retained the services of Monday Morning Consultants to lead this search. Please reach out to Erica Nicole Griffin ([erica@mondaymorningconsultants.com](mailto:erica@mondaymorningconsultants.com)) and/or Jamie Joanou-Geeck ([jamie@mondaymorningconsultants.com](mailto:jamie@mondaymorningconsultants.com)) with questions or nominations. To apply, please send a resume and cover letter or writing sample to [apply@mondaymorningconsultants.com](mailto:apply@mondaymorningconsultants.com) with DIRECTOR OF HOMEOWNERSHIP AND STEWARDSHIP in the subject line.