

Statement of Purpose:

Waco Habitat for Humanity, Inc., founded in 1986, is a nonprofit, ecumenical Christian housing ministry that seeks to provide a decent house in a decent community for all of God's people in need. Habitat invites people from all walks of life to work together in partnership to help build and repair houses with partner families. Habitat builds homes in partnership with low-income families, and those homes are built and repaired using primarily volunteer labor. Our partner families serve alongside Habitat staff and volunteers as they move toward either repairing the home they already own or eventually purchasing their home through a zero interest loan.

Mission of Waco Habitat for Humanity:

We envision a world where everyone has a decent place to live. Seeking to put God's love into action, Waco Habitat for Humanity brings people together to build homes, communities and hope.

Equal Opportunity Employer:

Waco Habitat for Humanity is an Equal Opportunity Employer.

Position Summary:

The Homeowner Services Manager provides leadership for the areas of Homeowner Selection and Homeowner Support for all new home owner programs for Waco Habitat for Humanity. This position is further charged with empowering low-income families to become successful homeowners.

Reports to:

Director of Development

Supervises and Guides:

Social Work Interns and Work-Study Students (directly) Homeowner Selection Committee (staff liaison) Homeowner Support Committee (staff liaison)

Position Equivalency:

This is a full-time position requiring some non-traditional hours (mornings, evenings and weekends), as well as limited in-region and out-of-region travel.

Time Requirements:

Non-exempt salaried position, eligible for overtime Flexible work schedule, with some evenings and weekends

Beginning Salary:

\$35,000 to \$40,000 dependent on experience, education and skills

Qualifications:

- Education and Training
 - Preferred Qualifications:
 - Education: Master's Degree in Social Services, Real Estate, Public Administration, Non-Profit Management or a related field, and
 - Experience: Two years case management, administration and supervisory experience in a non-profit or similar setting
 - Minimum Qualifications:
 - Education: Bachelor's degree in Social Services, Public Administration, Non-Profit Management or a related field, and
 - Experience: One year management, administration and supervisory experience in a non-profit or similar setting
- Extensive computer skills
 - Advanced spreadsheet management and development
 - Advanced data base management
 - Word processing
- Ability to manage multiple tasks effectively with competing deadlines
- Excellent attention to detail
- Ability to analyze data and make decisions based upon critical thinking
- Ability to lead, supervise, train and mentor people
- Ability to work as part of a team
- Good written and verbal communication skills
- Bilingual (English and Spanish)
- Commitment to the mission of Habitat for Humanity
- Ability to work with people from diverse socio-economic backgrounds
- Strong teaching skills
- Experience with diverse ethnic and faith communities preferred
- Full-Time, Non-Exempt, Salaried Position \$35,000-\$40,000/annually Commensurate with experience; eligible for benefits package

Duties and Responsibilities:

- 1. Recruit and evaluate partner families for new home construction program.
- 2. Lead Homeowner Selection Committee in effective and efficient review and selection of potential applicants for new home construction program.
- 3. Recommend qualified applicants to board for approval for new homeownership.
- 4. Coordinate and implement small group and public speaking orientations to educate potential homeowner candidates about the Waco Habitat for Humanity programs for new home ownership and home preservation initiatives.
- 5. Ensure compliance with applicable laws in area of homeowner selection and foreclosure/loss mitigation.
- 6. Lead Homeowner Support Committee in effectively and efficiently supporting partner families through their association with Waco Habitat for Humanity.
- 7. Educate, support, and nurture sweat equity partners (in conjunction with Homeowner Support Committee).
- 8. Coordinate the identification, selection, retention and continuing education for members of the Homeowner Selection and Homeowner Support Committees.
- 9. Coordinate work of college interns and work-study students to support the work of Homeowner Selection and Support Committees.

- 10. Facilitate integration of partner families into home construction and preservation processes.
- 11. Facilitate integration of partner families into public relations and development efforts.
- 12. Serve as primary point of contact and support for partner families with difficulties affecting home ownership.
- 13. Track sweat equity partner families progress in meeting sweat equity, escrow, homeowner education, and application compliance.
- 14. Engage partner agencies to identify potential Habitat applicants.
- 15. Coordinate New Home Owners College and Home Preservation Homeowner Education programs.
- 16. Manage Habitat partnership with Baylor University School of Social Work.
- 17. Complete other duties as assigned.

Acknowledgement of Responsibilities:

Nothing in this position description binds Waco Habitat for Humanity or any employee to a specific or definite period of employment or to any specific rules, practices, policies, procedures, benefits, guidelines, working conditions or privileges of employment. As an employee, you are an at-will employee completely free to quit or resign from the organization at any time you choose, and Waco Habitat for Humanity has the same right to end the employment relationship at any time it chooses, for any reason, with or without notice. By the signatures below both Employee and Supervisor acknowledge opportunity to review this position description and Employee states understanding expectations of performance.

Employee

Date

Supervisor

Date