



Your Affordable Housing Partner

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Homeownership Coordinator

Twin Pines Housing (TPH) is a 501(c)(3) formed in 1990 to develop, own and manage affordable housing in the upper Connecticut River Valley of New Hampshire and Vermont. TPH currently houses over 1,000 people, owns 417 rental units at 20 sites, and has 48 shared-equity homeownership properties.

TPH serves as the primary steward of the public's investment in homeownership opportunities for low to moderate income homeowners in the Upper Valley. In this role, TPH is the primary point of contact for homeowners regarding program requirements, including resale procedures, and provides ongoing monitoring, support and enforcement. Additionally, TPH provides ongoing support to assisted homeowners to improve their odds for success in homeownership. Support includes promoting the physical maintenance of TPH homes through education and the use of rehab loan funds.

TPH's homes remain affordable to the next generation of buyers through a shared equity model, in which a homeowner's share of market appreciation is limited to 25%. This internationally recognized model of shared equity homeownership is funded mostly through public funds.

Currently TPH's Homeownership Department is staffed by a part-time Homeownership Coordinator. The Homeownership Coordinator is supervised by the Executive Director and works closely with the Chief Financial Officer and finance staff to manage the financial aspects of the program.

Responsibilities

Handle all tasks relative to the introduction of new homeownership units into TPH's portfolio and resales of existing homes in our portfolio. Serve as the primary contact with TPH homeowners and Homeowner Associations. In addition, this position may involve project management of new single family and multi-family homeownership construction projects.

Stewardship (nurture relationships with buyers and homeowners)

- Facilitate the resale of existing homes to qualifying buyers: calculate the resale price, walk seller through process, respond to buyer inquiries, schedule showings, determine a buyer's eligibility for our program and coordinate with various parties to the transaction;
- Prevent the loss of a TPH home through outreach, delinquency counseling, support and intervention;
- Consult with TPH homeowners on a variety of issues such as capital improvements, repairs and energy efficiency needs, and coordinate funding for same;
- Respond to homeowner requests for refinancing;

Twin Pines Housing Trust is an equal opportunity provider and employer



- Understand funding sources available to homeowners;
- Monitor compliance with program requirements and report to funders as needed;
- Work with tax assessors in various NH and VT cities and towns to ensure fair property taxes;
- Attend homeowner association meetings;
- Oversee Starlake water system's regulatory compliance;
- HomeKeeper database management;
- Work on issues to improve affordability such as energy efficiency or solar projects;
- Perform such other duties as may be assigned from time to time by the executive director.

Community Engagement

- Organize homebuyer workshops;
- Attend local and regional housing meetings;
- Network with lenders, realtors and other housing professionals.

Development of New Homeownership Units (Current and Expected)

- Advocate for sensible development that builds vibrant and well-balanced communities
- Evaluate buyer profiles and calculate affordable pricing scenarios;
- Review contracts, agreements and other documents as required. Prepare summary for board meetings as needed; and
- Project management: assemble applications for financing and grant and loan programs; oversee third-party consultant services and project teams; conduct preliminary feasibility analysis; work with selected design teams; manage closings; oversee project budgets, construction processes, requisition processes and reporting requirements.

Qualifications

- Bachelor's degree;
- Minimum 3 years work experience;
- Real Estate transactional experience;
- Excellent written and verbal communication skills as well as customer service and relationship management skills;
- Ability to work effectively both independently and as part of a team;
- Strong computer proficiency, including MS Excel and Word programs;
- Excellent analytical and organizational skills, and strong attention to detail; and
- Experience working with databases.

Application Instruction

Please submit one pdf document containing a cover letter detailing your qualifications for this position and your salary requirements, along with a resume to: info@tpitrust.org.

Twin Pines Housing is an Equal Opportunity Employer.