

Homeownership Specialist

Help Address Vermont's Housing Crisis!

Downstreet Housing and Community Development is a private, mission-driven, not-for-profit organization dedicated to delivering social justice through the power of housing. We pride ourselves on connecting people to the resources they need to thrive and creating equitable opportunities for everyone in Central Vermont to access safe, healthy homes. Through our work, we strengthen the health and future of our local communities.

We are looking for a Homeownership Specialist to join our team!

Downstreet is seeking an enthusiastic and detail-oriented Homeownership Specialist to coordinate and implement homeownership and landlord repair loan programs. This person will help low- and middle-income homebuyers achieve their dream of homeownership and help landlords secure funds to rehab rental units that will increase the number of affordable rentals available in Central Vermont.

Key Responsibilities

- Provide community education and promote Downstreet's lending and grant programs to community members
- Help potential homebuyers, homeowners, and qualifying landlords complete loan applications and support them throughout the loan process
- Manage all aspects of the loan generation and closing processes, including preparation of loan closing documents, processing of loan payments, and filing of loan discharges
- Coordinate with multiple parties, including homeowners, landlords, general contractors, lenders, inspectors, funders and others to achieve program objectives
- Complete all administrative duties related to the position, including program monitoring and reporting
- Ensure compliance with all relevant legal, regulatory, and organizational requirements
- Develop and maintain relationships with funding agencies, municipal officials, partner lenders, realtors and industry representatives.

Experience and Education

- Bachelor's degree and 2 years of experience in mortgage lending, real estate or other relevant field, or an equivalent combination of education, employment, and life experience
- Ability and willingness to become a Notary and Lender's License
- Proficient in Microsoft Office Suite and ability to learn relevant lending software
- Highly organized with a strong ability to manage priorities and deadlines and ability to manage confidential information
- Strong written and verbal communication skills, active listening skill and problem-solving abilities
- Commitment to equity and inclusion and social and economic justice
- Valid Vermont Driver's License and personal vehicle

Physical Requirements

- Prolonged periods sitting at a desk and working at a computer
- Must be able to lift 25 pounds at a time

Downstreet is strongest when we have a team that represents a variety of backgrounds, perspectives, and skills. We know that the more inclusive we are, the better our work will be. We are an equal employment opportunity employer, and all qualified applicants, regardless of race, color, ancestry, religion, gender, gender identity or expression, sexual orientation, age, national origin, marital status, disability, or Veteran status are encouraged to apply.

To apply, [visit this link](#).

Job Type: Full-time
Salary: \$45,000 per year
Benefits: Competitive benefits package including 403b match, health and dental insurance, paid holidays, paid time off, life insurance, short-term disability. Hybrid remote/office work schedule available.