

## Duties and Responsibilities:

1. Develop and implement market strategies within region/target area for potential growth & feasibility
  - Design appropriate marketing tools as necessary (*i.e., brochures, fliers, ads, signs, etc*)
  - Identify and create partnerships with other organizations
  - Develop community 'presence' and awareness of TCAC homeownership programs
  - Strengthen potential homebuyer pool of applicants
2. Develop "land bank" of identified/purchased properties for housing development
  - Identify appropriate real estate through research of regional market for availability of units/parcels
  - Utilization of HUD/RD foreclosure programs
  - Site evaluation for utilities, permits, unit placement, etc.
  - Prepare and coordinate purchase contracts, property closings
  - Maintain relationship with area realtors
  - Maintain an inventory of pre-approved sites
3. Develop, maintain, and coordinate potential homebuyer "pipeline" - which is the program's life line; responsible for logging all data on pipeline spreadsheet and maintaining up to date information/status at all times; Working one-on-one with pipeline applicants to provide sufficient information and resources to "move" applicants from one category to another.
  - "green" category applicants are expected to sign purchase contract within 4 months
  - "yellow" category applicants are expected to sign purchase contract within 12 months
  - "red" category applicants are expected to sign purchase contract within 2-3 years
4. Intake responsibilities, to include:
  - Serve as main contact for homebuyer interest and application process
  - Review applications for eligibility and assign applicant readiness status (Green-Yellow-Red)
  - Assist homebuyer to obtain mortgage pre-qualification from appropriate lender
  - Facilitate homebuyer orientation program
  - Develops and maintains homebuyer files
4. Coordination with qualified homebuyers to select applicable home package product
  - Preparation of initial homebuyer project budget/estimate with consideration of homebuyer's financial ability, suitable house plan design, and acceptable site selection
  - Coordination with realtor/etc for negotiation of any existing home purchase
  - Preparation and administration of purchase agreements/sales contracts
5. Coordination of mandatory homebuyer education requirements with homebuyers; contract with area HBE facilitators and eHome America for provision of services. Work toward achieving in-house certification in a timely manner. As possible, refer applicants not yet credit-ready to counselors to assist with credit repair and financial literacy education/budgeting resources.
6. Maintain all homeownership program files and ensure compliance with all agency and funder policies, procedures, and regulations.
7. Assist construction manager and other staff as needed for homebuyer pre-construction preparation, including, but not limited to, the following:
  - Preparation of documentation for submittal to Rural Development for pre-construction commitment, if applicable
  - Develop initial project construction files according to funding program guidelines
  - Preparation and distribution of required reporting and monitoring procedures

8. Provide liaison between TCAC and homebuyers, realtors, lenders, community leaders, lenders, elected officials
9. Represents organization at appropriate networking groups/memberships, conferences, public meetings, seminars, and workshops to promote TCAC and its activities within the counties we serve.
10. Work closely with other TCAC employees to provide the best team possible.
11. Abides by TCAC personnel rules and regulations.

### **Desired knowledge, experience, and abilities:**

Desire to work one-on-one with people, with a self-fulfilling purpose of having the ability to help others.

Ability to establish and maintain a good working relationship with the public, other employees, realtors, lenders and other housing-related professionals, representatives of governmental funding agencies, and elected and appointed governmental officials.

Ability to formulate regional marketing strategies and programs as relates to housing and community development.

Ability to formulate and express ideas clearly and concisely, both orally and in writing.

Ability to multitask in performing job duties with minimal supervision in a fast-paced environment.

Exhibit flexibility within an office work environment that encourages growth and adaptability.

Ability to develop filing system and maintain records, files, and documents in an orderly and precise manner.

Possess strong computer skills with working knowledge of Microsoft Office software (Word, Excel, PowerPoint).

Possess knowledge/familiarity of the region (*counties, cities, communities, leaders, resources, etc.*)

Working knowledge of real estate sales, housing construction, development, and mortgage financing options is essential. Work experience in real estate, lending, housing development, and lending desired.

Possession of a valid Tennessee Real Estate License and/or Mortgage Originator is a plus.