Home by Hand, Inc. is seeking to fill the position of Housing Development Coordinator. Home by Hand, Inc. is a small, staff driven 501(c)(3) nonprofit affordable housing developer based in New Orleans. Employees at Home by Hand can expect to gain a variety of benefits including competitive salary, opportunities for growth, and the fulfillment from undertaking a rewarding mission within a positive, collaborative and supportive work environment.

**Position Overview**

The Housing Development Coordinator will work on a suite of projects and initiatives related to the development of affordable housing and associated activities. The Housing Development Coordinator will work directly with the Executive Director and staff on project identification, program design and execution. The Housing Development Coordinator will be the liaison between Home by Hand and state and local government agencies as well as lending institutions and funders.

**Key Responsibilities**

**Project Development** - *Will work with the Executive Director and staff as well as state and local government agencies and lending institutions to execute existing projects as well as identify new opportunities.*

- Aid in the execution of ongoing projects
- Assist in identifying new projects and assessing feasibility
- Respond to solicitations, which includes drafting project proposals, narratives, budgets and timelines
- Manage current relationships with lending institutions and secure new financing when necessary
- Construction pre-development which includes collaborating with architects on housing designs and securing all necessary permits
- Will be responsible for ensuring the organization is in compliance with state and local government as well as funders
- Will be responsible for maintaining Home by Hand’s Community Housing Development Organization (CHDO) status
- Lead Home by Hand in the development of a rental housing portfolio

**Program Design and Maintenance** - *Will work with the Executive Director and Staff on Home by Hand’s program guidelines as well as consult with other organizations on fee for service contracts.*

- Assist in developing and executing Home by Hand program rules, policies & guidelines
● Develop and maintain ongoing relationships with state and local government as well as lending institutions and funders
● Collaborate on fee-for-service contracts with other organizations
● Oversee all document management and storage
● Maintain Salesforce applicant database

**Marketing & Outreach - Will be responsible for the outward facing image of the organization**

● Liaison to state and local government as well as lending institutions
● Ensure Home by Hand is in compliance with project and funder requirements
● Assist in maintaining Home by Hand’s website and social media accounts
● Develop and maintain ongoing relationships with community stakeholders and partners

**Support as needed - Responsibilities will also include support of day to day operations of the organization**

● Provide support communicating with contractors
● Provide support with applicant intake & homebuyer coaching
● Provide support communicating with buyers
● Provide support with marketing and the sale of homes
● Assist with responding to grant opportunities

**Critical Competencies**

● Minimum Bachelor of Arts degree from accredited university
● Personal qualities of emotional intelligence and maturity, humility, and unwavering commitment to Home by Hand’s mission
● Project management skills, with demonstrated experience stewarding projects from inception to completion
● Attention to detail and demonstrated success with budgeting, scheduling, managing multiple projects and deadlines, and establishing priorities
● Experience in effectively communicating key data and impact to external and internal audiences
● Analytical skills – Able to structure and process qualitative or quantitative data and industry trends; Able to generate reports and strategy recommendations
● Previous housing development, sales and rental experience
● Proficient in Microsoft Word & Excel, Powerpoint, Photoshop, Google applications and social media
● (Preferred) Familiarity with SalesForce and Squarespace
● (Preferred) Experience working with the Salesforce platform
● (Preferred) Experience working alongside prominent New Orleans communities of color (Black, Indigenous, Latinx, Vietnamese-American, and others)

**Compensation:** $60,000 to $70,00 competitive salary commensurate with experience and qualifications. Home by Hand also offers competitive employee benefits that include health, dental and vision, paid time off, vacation time, fuel stipend (if applicable) and professional development resources and opportunities.

**Location:** New Orleans, LA. Applicant must be located in the Greater New Orleans Metro area. Due to the COVID-19 pandemic, Home by Hand is conducting the majority of its business remotely for quarters 1 & 2 of 2021.

**Start Date:** We are seeking to fill this position immediately.

**To Apply:**

**Application Deadline:** February 19, 2021; applications will be reviewed on a rolling basis. No phone calls please.

**Application instructions:** Send resumes and short responses to the questions below to info@homebyhand.org. No cover letter necessary.

- What will be the greatest strength you will bring to this role? In what way do you anticipate you will need to grow the most in order to be successful in this position? (4-6 sentences)
- What do you love about your current (or most recent) job? What do wish you could change at your current (or most recent) job? (2-4 sentences)
- Share a success story from your current (or most recent) job that you are most proud of. (4-6 sentences)
- What are your salary requirements? (1-2 sentences)

**About Home by Hand**

Home by Hand is a nonprofit affordable housing developer that is committed to providing pathways to homeownership for low-and-moderate income New Orleanians. We believe all people, regardless of background, have the right to access quality affordable housing. Our organization was incorporated in 2015 by a 4-person team that had previously worked together to build over 170 new construction homes for low- and moderate-income New Orleans. Home by Hand is a staff-driven organization, composed of a familial team that is well regarded in the New Orleans affordable housing community. We seek to build 15-20 homes per year and are currently exploring ways to enter the affordable rental market.
We develop housing in a manner that both builds family assets and supports neighborhood revitalization and resilience. Home by Hand constructs beautifully designed, energy efficient, storm resistant, new construction homes in neighborhoods throughout New Orleans. We fully guide our buyers through the homeownership process by sending them for credit counseling and homebuyer training, connecting them with lenders, coaching them through the entire purchase process, as well as educating them about homeownership as their home is being built. We continue to be a resource long after the sale, helping to ensure long term success.

Racial equity is at the core of all of our work. Home by Hand is diligently committed to the highest professional standards of honesty, transparency, respect and responsible stewardship of resources for the people we serve and the communities where we work.

To learn more about Home by Hand, visit our website at www.HomebyHand.org

Home by Hand is an Equal Employment Opportunity employer and has a strong commitment to building a diverse and inclusive team.