



community development partnership

Job Opportunity

Program Manager of Housing Rehabilitation

Description of Employer

The Community Development Partnership leads the Lower Cape in building a diverse year-round community of people who can afford to live, work and thrive here. To accomplish our mission, we promote, develop and manage affordable housing; nurture the launch and growth of small businesses; and facilitate collaboration with business, non-profit and government partners.

Achieving our mission requires several strategies and a range of programs. Our work starts with creating affordable homes—so essential to a healthy economy, but a real challenge in communities like ours where seasonal and vacation dynamics drive the market beyond the reach of many who live and work locally all year-round.

We also work to launch entrepreneurs and strengthen local businesses. We believe a vibrant future depends on sustaining traditional industries and inspiring new ones—especially when they're based on renewable natural resources such as fishing and farming.

Since 1992, the CDP has been a leader in developing and delivering innovative programs that foster an economically and environmentally sustainable Lower Cape Cod community. As a community development corporation, we value economic diversity and are committed to the inclusion and participation of local area residents, business owners and leaders in setting our priorities.

Based in Eastham, MA, the CDP has an annual budget of \$3.9 Million funded through government and foundation grants, contributions from individuals and businesses, and earned revenue. A staff of 17 professionals is charged with delivering the organization's programs and the organization is governed by a 16-member Board of Directors comprised of business and community leaders.

Job Opening: Program Manager of Housing Rehabilitation

Status: Full-time Exempt Position (37.5 hours/week)

Time Frame: Review begins November 15, 2021 , **position open until filled**

DESCRIPTION

The Program Manager of Housing Rehabilitation is responsible for the administration and management of the CDP's Housing Rehabilitation programs including the Community Development Block Grant (CDBG) loan program and the Accessory Dwelling Unit (ADU) Resource Center. The Program Manager provides program implementation support to the Director of Housing Rehabilitation Programs and is also responsible for outreach to homeowners and general contractors in targeted areas.

3 Main Street Mercantile, Unit 7, Eastham, MA 02642 ph: 508.240.7873 | 800.220.6202 fx: 508.240.5085

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The Program Manager of Housing Rehabilitation will work from the CDP's office located at 3 Main Street Mercantile, Eastham, Massachusetts and there is an opportunity to work remotely up to 3 days per week. This is a Full-Time Exempt Position (37.5 hours/week).

Our Ideal Candidate

Our ideal candidate will be an ambitious professional who takes initiative. We seek a collaborative and dependable team player, who exhibits sound judgment to effectively carry out the daily functions of this position and establishes good working relationships with other staff and external clients of the CDP. Additionally, our ideal candidate will be self-motivated, have a passion for the work we do and an understanding of how a non-profit organization functions.

Specific duties will include but not necessarily be limited to:

- Respond to inquiries about Housing Rehabilitation Loans and ADU Resource Center
- Review loan applications to ensure complete submission of required program documentation and approve program participants
- Coordinate all stages of housing rehabilitation projects including intakes, project write-ups, contractor walk-throughs, contractor bids, and payment processing
- Prepare loan documents
- Assist homeowners interested in building ADUs with architect referrals, town permitting processes, general contractor referrals and financing options
- Maintain general contractor database for license and insurance requirements
- Recruit additional general contractors to participate in housing rehab projects
- Participate in community outreach to share information about loan and ADU resources
- Provide Housing Rehabilitation stories and referrals to CDP marketing staff for newsletters, campaigns, etc.
- Prepare loan subordinations and discharges
- Assist with quarterly reports
- Maintain records, files and data collection systems
- Other related duties as required

Skills and Experience

There are innumerable ways to learn, grow and excel professionally. We respect this when we review applications and take a broad look at the experience of each applicant. We want to get to know you and the unique strengths you will bring to the work. We are most likely to be interested in your candidacy if you can **demonstrate a majority of the qualifications and experiences** listed below and a passion for the CDP's mission along with knowledge of affordable housing and community development issues on Cape Cod.

Required

- A college degree or a minimum of five years of experience in a similar position
- Exceptional interpersonal skills
- Excellent verbal and written communication skills
- Ability to work both as part of a team and independently with limited supervision
- Strong analytical skills

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- High level of professional judgment, tact and initiative
- Strong computer skills and a high level of proficiency in Microsoft Office (Word, Excel, Outlook)

Desired

- Knowledge of housing and community development issues on Cape Cod
- Previous project management experience

Compensation: Salary range is \$55,000 to \$65,000 annually. The CDP also provides a generous package of benefits including vacation, sick time, and retirement benefits.

The CDP is an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, ancestry and national origin, religious creed, handicap, sex, gender identity and sexual orientation, status as a veteran, or any other characteristic protected by law. The CDP is committed to building a diverse staff and strongly encourages applications from minority candidates.

To Apply: Please submit a cover letter summarizing your professional experience as it relates to the job description, followed by a resume, combined into a single PDF. Email your PDF to **Terri Barron, Director of Housing Rehabilitation Programs**, terri@capecdp.org. References may be requested. Review begins November 15, 2021 position open until filled.