



## **Homeownership Program Manager - Job Description**

As Jackson Development Company's Homeownership Program Manager, you will be involved in developing and implementing our affordable homeownership program. Our Homeownership Program is designed to facilitate the conversion of our affordable rental properties to affordable homeownership opportunities for the existing residents. You will also be responsible for hiring and overseeing the activities of a team of Homeownership Specialists who will assist residents throughout the homeownership conversion process. You will lead the team of home ownership specialists, provide coaching and guidance, and ensure they meet their performance targets. You will also be responsible for assisting in the design and implementation of the resident outreach program, assisting our residents in becoming homeowners by providing homeownership counseling, assistance with credit repair and mortgage qualification as well as guiding them to closing the purchase of their home. The role requires strong leadership skills, excellent communication abilities, and a deep commitment to providing affordable homeownership opportunities to our residents.

### **Responsibilities**

- Hire, manage and lead a team of Homeownership Specialists
- Set Homeownership Conversion sales targets and develop sales strategies
- Monitor performance and provide coaching and training to staff
- Implement resident outreach program and assist staff in developing relationships with residents
- Ensure compliance with real estate regulations and ethical standards
- Prepare and analyze sales reports and forecasts

### **Qualifications**

- Proven experience as a Real Estate Sales Manager or similar role
- Strong leadership and management skills
- Excellent communication abilities
- Ability to build and maintain relationships with staff and clients
- Proficient in using MS Office Suite including Excel
- Experience with digital marketing and social media strategies.

### **Compensation**

- Competitive base salary with performance-based bonuses.
- Comprehensive benefits package including health insurance and paid time off.
- Opportunities for professional development and career advancement.