

Bridge Street Development Corporation

Job Description

Position: Homeownership Services Manager
Reports to: Senior Program Director
Exempt: Yes

Bridge Street Development Corporation (BSDC), an innovative and progressive community development corporation located in the historic Bedford-Stuyvesant community of Brooklyn is seeking a seasoned Homeownership Services Manager.

Summary: The Homeownership Services Manager is responsible for the management of the administration and programs of the Homeowner Services Department, include housing counseling and education, (pre-purchase, foreclosure, post-purchase and financial capability), as well as development and implementation of current and future initiatives for individuals and the community.

PRIMARY RESPONSIBILITIES:

Supervision:

- Provide supervision of all staff, interns, and volunteers.
- Identify and connect staff to professional growth opportunities.
- Assist in the recruitment, hiring, training and supervision of staff.
- Evaluate staff performance and make recommendations when needed.
- Implement BSDC's staff policy and procedures.

Program:

- Responsible for the design, implementation, and evaluation of programs and initiatives to meet BSDC's Homeownership Services' strategy.
- Design, plan, coordinate, implement and facilitate convenings.
- Establish policy and procedures for all programs.
- Assist with the development of funding proposals.
- Supervise the marketing BSDC's homeownership services' programs and assist in the design of the program promotional materials.
- Represent BSDC at public forums and community events.
- Establish and maintain relationships with stakeholders and community partners.
- Coordinate, manage and monitors grants to ensure goals and objectives of grants are accomplished within prescribed time frame and funding parameters.
- Development of program budgets and monitoring expenses.

Qualifications/Experience:

- Five to seven years of experience in housing counseling/homeownership field. (*pre-purchase, foreclosure, post-purchase and financial capability*)
- Three years management experience and ability to supervise multiple staff members, volunteers, and interns.
- Demonstrated ability to take a leadership role and plan and direct the work of others.
- Flexibility to adapt, respond and meet the needs of the organization.
- Excellent organizational skills.

- Excellent interpersonal skills and demonstrated ability to interact positively with the community and colleagues.
- Proven ability to develop, implement and evaluate programs.
- Proven ability and commitment to provide superior customer service to racially, culturally and economically diverse communities.
- Proven ability to anticipate, identify, and analyze opportunities and challenges; establish priorities, and efficiently allocate resources.
- Excellent verbal communication skills. Ability to effectively present information in writing including creating original material.

Resumes may be sent to info3@bsdcorp.org. You may go to www.bsdcorp.org for more details about organization.