



Housing Development Fund

Position Available: Bridgeport Program Manager

POSITION TITLE: Bridgeport Program Manager	Salary commensurate with experience
Reports to: Chief Operating Officer	

Program Manager – Bridgeport Office of the Housing Development Fund

The mission of the Housing Development Fund is to provide comprehensive pre- and post-purchase homebuyer education and financial assistance to individuals and families who are purchasing homes in the southern Connecticut communities. Homebuyer education consists of orientations (group sessions), individual homeownership counseling, and Homebuyer Education classes; lending activities include first mortgages, down payment assistance and gap financing loans, targeted primarily to low- and moderate-income homebuyers.

The Bridgeport office will have a strong focus on matching buyers with previously foreclosed homes, in an effort to support the City’s goal to preserve the stability of neighborhoods that have been negatively impacted by the current economic crisis. Many of these properties will require some level of rehabilitation; HDF will oversee this process.

The Bridgeport Program Manager responsibilities include:

- Lead and provide oversight of a one-stop shop where prospective homebuyers can access all the services required to achieve the highest level of success when shopping for and purchasing a home.
- Establish and articulate overall objectives for the Program and develop a comprehensive plan to include performance measures and a timeline for meeting incremental benchmark goals to achieve the overall objectives.
- Implement and oversee the service delivery system and internal controls to ensure that the Program operates in an organized, coordinated, and efficient manner.
- Provide leadership and guidance to the staff to achieve these ends and conduct periodic system and staff reviews to assure the highest quality customer service standards.
- Lead orientation sessions and Homebuyer Education classes as well as individual homeownership counseling sessions and develop client action plans and budgets, where appropriate.
- Assess applicant financial status, credit, and property evaluation to determine feasibility of granting loan prior to submitting application to Underwriting.
- Compile loan package for submission to Underwriting.
- Serve as liaison for prospective homebuyers with other HDF staff and intermediaries by coordinating communication to resolve questions regarding application information.
- Nurture relationships with partnering organizations to ensure that their interests are addressed and their goals and expectations are met.

Qualifications/Requirements:

- Bachelor’s Degree strongly preferred; 5 to 7 years of providing homebuyer education including pre-purchase housing counseling, financial fitness education, and individual credit counseling
- Experience in residential lending is strongly preferred
- Three years or more of supervisory experience is required
- Spanish fluency, a plus
- Outstanding writing skills



- Outstanding verbal/communication skills
- Excellent analytical skills
- Experience working with people from diverse backgrounds
- Proficiency in MS Word, Excel, and PowerPoint and a high level of computer literacy are required. Several proprietary software programs must be learned on the job.

Housing Development Fund is an Equal Opportunity Employer.

SEND RESUME TO:

Joanne Taylor
Chief Operating Officer
Housing Development Fund
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