



# Housing Initiative Partnership, Inc.

35 YEARS of Housing Security | Financial Stability | Community Success

## POSITION DESCRIPTION

<b>JOB TITLE:</b>	Community Development Specialist
<b>DEPARTMENT:</b>	Housing Development
<b>FLSA STATUS:</b>	Exempt
<b>REPORTS TO:</b>	Director of Real Estate
<b>SUPERVISES (DIRECT):</b>	None
<b>REVISED:</b>	April 30, 2024

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### ABOUT HOUSING INITIATIVE PARTNERSHIP:

Housing Initiative Partnership, Inc. (HIP) develops innovative affordable housing, revitalizes neighborhoods, and equips people to achieve their housing and financial goals. Our vision is that every person lives in high-quality affordable housing in a thriving community. HIP has developed 110 single-family for-sale houses and has constructed more than 500 units of award-winning rental housing for persons earning low- and moderate-incomes. Our housing counseling team provides a broad scope of services that ranges from eviction prevention to homebuyer education and serves on average 2,000 clients per year. HIP maintains offices in Hyattsville in Prince George's County, and in Germantown and Gaithersburg, in Montgomery County, Maryland.

### POSITION SUMMARY:

The Community Development Specialist's primary responsibility will be as the first point of contact for homeowners seeking below-market home repair loans from the Prince George's County Housing Rehabilitation Assistance Program (HRAP). In this client-facing role, the Community Development Specialist will market the program, contact potential applicants, assist in document preparation and application completion, pre-qualify applicants for the program and maintain application files. This position also conducts outreach activities as needed to support other community revitalization initiatives.

In addition, this position will be a member of HIP's Housing Development Team, and will support the acquisition, renovation/new construction, and sales/lease up of HIP's single-family and multifamily developments.

### ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Understands and effectively communicates program terms, processes, and procedures.
- Markets program and solicits loan applications from potential applicants
- Receives and calls potential applicants, supporting them through the intake process which may include diligent follow through and assistance obtaining and organizing paperwork.
- Executes preliminary income certifications and program eligibility screening.
- Coordinates 3rd party vendors and government agencies as needed to obtain loan approval.
- Works with Program Manager to meet stated loan disbursement deadlines in accordance with grant requirements.
- Maintains project files in accordance with the program record retention policy.

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- Maintains or develops an understanding of affordable housing trends and the Federal, State and County laws that govern them.
- Other duties and special projects as assigned.

## **QUALIFICATIONS, KNOWLEDGE & SKILL REQUIRED:**

- Bachelor's Degree plus two (2) years' experience in residential real estate development, sales or an administrative capacity preferred. An advanced degree considered in lieu of experience.
- Passion for HIP's Mission and Values.
- Fluency in Spanish is preferred.
- Ability to work with a wide diversity of clients and partners while building strong professional relationships.
- Applies strategic thinking for role; anticipates and/or identifies problems and opportunities
- Excellent written and oral communication skills.
- Strong attention to detail and advanced problem-solving skills.
- Self-starter and deadline-driven.
- Professional, well organized and able to handle a variety of duties simultaneously.
- Positive attitude and excellent customer service skills.
- Experience in real estate development a plus
- Proficiency in the Microsoft Office Suite.

## **ADA SPECIFICATIONS:**

This position is primarily sedentary with remote access from home as well as access to Hyattsville office as needed. This position may require some bending and lifting. This position requires local travel within Prince George's County. This position requires the ability to work occasional evenings and weekends to assist with workshops, presentations and community functions.

## **SALARY AND BENEFITS:**

\$60,000-\$65,000 annual salary, depending on experience. HIP offers a competitive benefits package including retirement, health insurance, long-term disability, generous vacation, and sick leave.

## **LOCATION/Hours**

This is a hybrid position requiring a minimum of 2 days per week in the office. Office/Remote hours are somewhat flexible and range between 8am-6pm. This position is located in Housing Initiative Partnership's Hyattsville Main Office:

6525 Belcrest Road, Suite 555  
Hyattsville, MD 20782

## **HOW TO APPLY:**

Please email a cover letter and resume to David Berry, Director of Real Estate, at [dberry@hiphomes.org](mailto:dberry@hiphomes.org).  
NO PHONE CALLS PLEASE.



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Housing Initiative Partnership is an equal opportunity employer and does not discriminate against any applicant or employee because of race, color, religion, sex, national origin, disability, genetic information, age, or military or veteran status in accordance with federal law. In addition, HIP complies with applicable state and local laws governing non-discrimination in employment in every jurisdiction in which it maintains facilities. HIP also provides reasonable accommodation to qualified individuals with disabilities in accordance with applicable laws.