

# ATLANTA DEVELOPMENT AUTHORITY

## HOUSING FINANCE DEPARTMENT

### JOB DESCRIPTION

#### Homeownership Center Manager

- **Description**

- Manage all programmatic functions of the single family programs to include marketing and implementation of the Single Family Bond Program, Housing Opportunity Fund, American Dream Downpayment Initiative (ADDI), Atlanta Affordable Homeownership Opportunity Program (AAHOP), Vine City Trust Fund, Beltline Affordable Housing Trust Fund, and Neighborhood Stabilization Program (NSP).
- Work closely with underwriter to structure bond transaction, price/sell bonds and select master servicer and lenders.
- Review and approve Single Family bond documents; communicate with Bond Counsel, Underwriter, Trustee and Master Servicer to close Single Family bond transaction;
- Maintain ongoing communication with master servicer and trustee to ensure that mortgage loans are pooled timely and accurately; manage post closing compliance monitoring and reporting for single-family bond program
- Spearhead business development opportunities with single family developers to encourage participation in developer loans program components;
- Recruit lenders and other external partners for participation in ADA Single Family Bond Program for first mortgages prior to issuance of bonds; prepare Invitation to Participate; evaluate and select program participants.
- Develop and implement training module for single family programs to real estate professionals including mortgage companies, operations staff, real estate brokers, closing attorneys and housing counseling agencies.
- Prepare project descriptions and contracts for down payment assistance programs funded through the City of Atlanta.
- Maintain knowledge of external programs offered by other organizations as well as traditional secondary lenders.
- Communicate with community leaders, public officials of other groups to address questions & concerns relative to the need for program, criteria and parameters.
- Manage Mortgage Specialist and Loan Processor.

- **Skills and Abilities**

- Extensive knowledge of various real estate mortgage products, loan origination and underwriting criteria;
- Excellent ability to gather, analyze and synthesize data; knowledge and skill in program planning and implementation;
- Ability to work closely with a team of lenders, loan specialists, and underwriters to conduct analysis and ensure that customer satisfaction and service remains a top priority;
- Strong interpersonal and negotiation skills; ability to work well with neighborhood groups, community leaders and local government personnel;
- Outstanding managerial skills, ability to motivate and inspire staff

- **Education & Experience**

- Graduation from an accredited college or university with a bachelor's degree in business administration, real estate, public administration or related field and five (5) years of progressively responsible corporate, bond or mortgage finance experience.