

## ORGANIZATIONAL BACKGROUND

VCCDC was incorporated in 2001 by affordable housing advocate, the late Rodney Fernandez, and Bertha Garcia as an independent 501(c)(3) to fulfill their vision of strengthening and sustaining prosperous communities through mortgage financing, education and financial literacy. Since then, in Rodney's name, the Board of Directors and staff have all worked together to carry on this vision. The mission of VCCDC is "To strengthen and sustain vibrant communities by empowering individuals and families to build wealth through education and homeownership with a primary focus on serving low-to moderate-income clients."

## BENEFITS

Comprehensive benefits package includes:

- Health, vision, dental, life and AD&D insurance (employer paid for employee, add'l cost for family plans) – eligible 60 days after hire date
- Availability of Flexible Spending Account (FSA), Health Savings Account (HSA), and 403B Retirement Plan – all voluntary
- 12 Paid Holidays and one Personal Floating Holiday
- Paid Time Off (PTO) - based on months of service, accrual begins on hire date

## SALARY

- Salary \$66,560
- Salary dependent on experience
- Full-time, exempt

## CONTACT

All qualified persons should fax or email resume to:  
VCCDC - Attn: Keily Victoria  
(805) 604-1359  
kvictoria@vccdc.org

This job announcement is not intended to be an all-inclusive list of duties and standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as assigned by their supervisor. VCCDC will provide reasonable accommodation when requested by a qualified applicant or employee with a disability, unless such accommodation would cause an undue hardship.

VCCDC is an Equal Opportunity Employer

## POSITION SUMMARY

As a member of the senior management team, the Homeownership Program Manager works under the supervision of the Executive Director. The Homeownership Program Manager develops and leads all aspects of the corporation's Education and Coaching programs. The Homeownership Program Manager coordinates and manages new programs, assists with fund development, develops and monitors budgets to ensure sustainability of programs, collects and analyzes data, and ensure compliance with all funding regulations. This is a full-time, salaried, exempt position, onsite with flexibility for occasional/partial remote work once trained and established.

## ESSENTIAL DUTIES AND RESPONSIBILITIES

- Ensure day-to-day operations of the Education & Coaching division are effectively administered; provide appropriate oversight of program staff activities, budget, and overall departmental systems and procedures
- Ensure successful implementation, coordination and evaluation of all homeownership program services and ensure programs are in compliance with funding regulations, program goals, and stakeholder expectations
- Maintain thorough knowledge of programs, policies, procedures and regulatory requirements, demonstrating a commitment to professional ethics, complying with all Federal and State compliance policies in order to serve as the lead staff person for all department and funding compliance
- Complete program related reports, invoices and grant funding requirements
- Monitor division activities to ensure quality of content, consistency of performance and availability of services in response to need
- Provide supervision to program staff including regular feedback, training, opportunities for professional growth, verbal and written improvement plans when needed, and regular evaluations; Foster a climate that attracts and maintains a diverse team
- Build public support for VCCDC's programs consistent with its mission
- Maintain a working knowledge of significant developments/trends in the field
- Implement VCCDC's goals and strategies by continually evaluating existing services and programs and develop new programming
- Implement and maintain an effective service delivery and workflow for all education and coaching programs and identify staff training needs and training opportunities aimed at improving service delivery and staff performance
- Ensure quality services by developing and implementing policies and procedures and utilizing standardized management reports regarding services, outcomes, impacts, and market trends and demographic data
- Explore and sustain new and creative partnerships with other agencies/entities
- Interface with other departments when applicable and appropriate
- Oversee the coordination of the organization's onsite and offsite educational programs
- Work with Senior Management Team to generate funding opportunities and expansion opportunities
- Work with Marketing to promote services and programs
- Other assignments/duties which are not covered in this job description and which the individual could reasonably be expected to perform

## ESSENTIAL SKILLS

- Bachelor Degree and/or minimum of 5 years professional experience in the fields of business, urban planning, public policy, housing, and/or economic development
- Intermediate to advanced proficiency in Excel
- Personnel management and supervision
- Punctual & dependable
- Flexible to accept new assignments as the need arises
- Effective organizational skills, time management and attention to detail
- Solid verbal and written communication skills
- Ability to problem-solve and work independently and within teams
- Ability to prioritize work assignments and monitor work flow to meet deadline
- Be creative, resourceful and self-motivated
- Ability to quickly learn new electronic systems and platforms
- Bilingual preferred (English/Spanish)
- Proficiency in Microsoft Office and video conferencing platforms
- Schedule is normally Monday - Friday however occasional Saturdays or evenings may be needed