Housing and Homeownership Director

Position Overview
Oversee the TVCDC Home Ownership Program, managing Home Ownership responsibilities. Developing pipeline of qualified home ownership candidates. Act as a liaison between all program participants, partners, funders, employees, contractors, community, and construction crews to ensure through communication and deadline oriented movement on projects. Manage events, construction, training, program participants, grant, and employee calendars. Manage and delegate work to ensue all grant and financial requirements are maintained for Home Ownership.

Reports to
TVCDC Deputy Director

Compensation & Benefits
Compensation: $45,000 to $56,000 annually depending on experience
Type of Employment: Hourly, non-exempt during probationary period
Benefits:
- Health Insurance- Employee premium paid by TVCDC;
- Dental Insurance- Employee premium paid by TVCDC;
- Vision & Hearing Insurance- Employee premium paid by TVCDC;
- SIMPLE IRA with up to a 3% match from TVCDC;
- Accrued Paid Time Off up to 160 hours per year;
- 14 Annual Paid Holidays;
- Up to $1,500 annually in continuing education assistance;
- Up to 200 flexible work hours for continuing education development;
- Up to 6-weeks paid Maternity or Paternity Leave for new parents;
- Up to 4 hours per week, paid, to participate in Lakota Language Learning Class;
- Up to 25 minutes daily, paid, to participate in a wellness activity;
- Priority enrollment for children in Lakota Immersion Childcare (space depending);
- Paid administrative leave during inclement weather closures.

Essential Duties & Responsibilities
- Develop opportunities for community members to reconnect with Lakota teachings around the understandings of community, home, kinship and planning for the future.
- Develop and Implement a Financial Liberation Curriculum rooted in Lakota Lifeways
- Provide financial coaching for community members to achieve Financial Liberation.
- Support and advocate for financial coaching clients through loan and/or mortgage selection and closing process.
- Design and implement holistic strategies to identify those ready to begin the homeownership process.
● Provide overview and training on the purpose and goals of the Thunder Valley Regenerative Community Development Association as a method of setting community living standards to prospective community members.
● Develop and Deliver Post-Purchase/ Post-Occupancy curriculum for homeowners and apartment tenants.
● Identify and implement data collection and evaluation metrics related to the organization’s intended impact and theory of change.
● Collaborate with other TVCDC Initiatives and Community Partners
● Grant writing, management, and reporting
● Manage Initiative & Program finances and reporting

Qualifications, Knowledge, Skills
● 2+ years direct management/leadership and employee development experience.
● Through understanding of available mortgage loan products, with specific knowledge of products available for first-time, Indigenous, and low-income households.
● Understanding of the mortgage application process including: accessing credit reports, lender prequalification requirements, timelines, and assessing multiple mortgages.
● Organized and detail oriented with excellent time management skills.
● Creative and motivated in developing and implementing community outreach, education, and recruitment strategies.
● Excellent communication skills with a variety of people, partners, funders, participants, community members, etc…
● Ability to multi-task while ensuring all program requirements/deadlines are met.

ADA Specifications
May be required to use the computer for extensive periods of time. Occasional lifting of 15 to 20 lbs. Weekend and evening working hours and travel may be necessary.

Mission Driven
Home Ownership Program Director must have as a strong belief in the TVCDC mission and a desire to be a part of a growing and constantly evolving organization.

Thunder Valley CDC Mission
Empowering Lakota Youth and families to improve the health, culture, and environment of our communities, through the healing and strengthening of cultural identity.

Thunder Valley CDC Vision
We envision a liberated Lakota nation through our language, culture, and spirituality.

The above description is intended to describe the general nature and level of work being performed by the individual(s) assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required. TVCDC position descriptions are not intended to create, nor are they to be construed to create, a contract between TVCDC and any staff member. All TVCDC staff are employees at will; therefore, TVCDC and each staff member are free to terminate that employment at any time and at either party’s discretion, with or without cause. Management reserves the right to modify, add, or remove duties and to assign other duties as necessary. In addition, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.