



Director of Housing Counseling & Education

Description:

Manna Inc. is a nonprofit developer of affordable rental and ownership housing, a condominium and homeowner association manager, and a HUD approved housing counseling agency. For the past 40 years, Manna has invested over \$350 million in District of Columbia neighborhoods and have helped over 2,000 low- and moderate-income households become homeowners. Manna seeks a proven professional to work in partnership with the Chief Executive Officer and the Chief Administrative Officer to lead the homeownership department with high quality programming, education, operational excellence including client communications, and counseling processes based on best practices.

The next Director of Housing Counseling & Education will be a HUD certified Housing Counselor with a minimum of five years' experience in housing counseling.

Responsibilities:

- Oversee a department of certified counselors and counselor trainees.
- Create a calendar of educational classes (certificate based) and other group activities (currently virtual) for the program year; Schedule staff to conduct classes and group activities.
- Assign caseload to counselors.
- Oversee counselors' work including action plans, case notes, client communications and use of case management software.
- Oversee (or assign and review) reports for government agencies, funders, Manna management.
- Oversee trainee program for new hires becoming HUD certified counselor.
- Maintain HUD standards and agency HUD approval.
- Maintain jurisdictional standards (DC or Prince George's County) for programs administered on behalf of the jurisdiction.
- Work with Chief Administrative Officer annually to develop department goals.

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- Provide regular reports to Chief Executive Officer and Chief Administrative Officer on progress to program goals.

Requirements:

- HUD Certification - Housing Counselor
- Computer savvy (excellent technology proficiently)
- Proficient in Microsoft Word, Excel, Outlook, and Calendar
- Knowledge of best practices in homebuyer education and credit counseling, including affirmative marketing plans and tactics

Preferred:

- Bachelor's Degree
- NeighborWorks Housing Counselor Certification
- Salesforce experience
- Bilingual (Spanish): Preferred

Location:

- Currently, hybrid (office work and teleworking).

Hours:

- Full-time schedule
- Hours (9:00 am to 5:00 pm)
- Some Saturdays for teaching webinars and occasional evening hours

Compensation:

Competitive benefits, and salary ranging between: \$75,000 - \$90,000 commensurate with experience.

To apply submit the following:

- Cover Letter
- Resume
- Send to MannaHR@Mail.com

Manna Inc. is an equal opportunity employer

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