



STEWARDSHIP MANAGER

SUMMARY

The Stewardship Manager is responsible for coordinating the stewardship responsibilities of the Atlanta Land Trust (ALT) and ensuring the successful day-to-day management of ALT's stewardship commitments to community land trust (CLT) homeowners and their homes. The Stewardship Manager reports to ALT's Executive Director and will provide education and support of ALT's mission to deliver and steward permanently affordable housing proximate to the Atlanta BeltLine and other targeted areas in the city of Atlanta. The ideal candidate will have both interpersonal skills and a love for data analysis. Additionally, candidates should be self-motivated, well-organized and detail-oriented.

PRIMARY RESPONSIBILITIES AND DUTIES

Pre-purchase Stewardship Responsibilities: Prepare prospective homebuyers for homeownership and work to ensure a clear understanding of CLT homeownership. Specific responsibilities include:

- Provide (or arrange) pre-purchase education and CLT-specific orientation to interested, potential homebuyers to help them understand the benefits and responsibilities of CLT homeownership.
- Manage homebuyer application process.
- Lead the selection of eligible homebuyer households for ALT homes.
- Assist with securing suitable leasehold mortgage financing for qualified ALT homebuyers.
- Coordinate arrangements for the purchase of ALT's affordably priced homes and execute agreements with selected homebuyer households.

Post-purchase Stewardship Responsibilities: Coordinate ALT's ongoing stewardship responsibilities for ALT homeowners and the homes they own. Specific responsibilities include:

- Monitor and enforce homeowner compliance with the terms of all agreements and deed restrictions.
- Intervene to address and resolve issues of noncompliance and default, should they occur.
- Ensure that ALT homes are well cared for and retain their quality.
- Provide or arrange for additional support and assistance, as needed and as appropriate, for ALT homeowners while they own their homes.
- Manage the resale and transfer of homes, as stipulated in the agreements and deed restrictions.

Property Management System Administrative Responsibilities:

- Oversee implementation and ongoing management of HomeKeeper (Salesforce-based database system) system.
- Manage program-related data entry and reporting.
- Produce reports for all homeownership program outputs.
- Ensure completion and accuracy of transaction and homebuyer files (both paper and electronically).

The Stewardship Manager may be required to perform additional duties to support the Executive Director, including project management and administrative functions.

MINIMUM QUALIFICATIONS

- A minimum of three years' experience working directly, in some capacity, with low-income and moderate-income households.
- Experience in program coordination, office management, non-profit/government or equivalent industry experience.
- Strong personal commitment to affordable housing in general and to community land trust homeownership in particular.
- Demonstrable competency in data management, including analyzing and interpreting data and creating reports to demonstrate impact.
- Strong oral and written communications skills.

TERMS OF EMPLOYMENT

This is a full-time position. Some evening and weekend work is likely. Salary and benefits are negotiable based on applicant's experience and qualifications.

The Atlanta Land Trust is an Equal Opportunity Employer. All qualified applicants, including but not limited to Minorities, Females, Disabled and Veterans are encouraged to apply.

Interested applicants should submit resumes to Jobs@atlandtrust.org