

Homeownership and Counseling Programs Manager

The Allston Brighton Community Development Corporation is seeking a qualified individual to fill the role of Homeownership and Counseling Manager.

ABCDC's Homebuyer Education and Counseling Programs are a resource to help people plan for and achieve affordable, sustainable homeownership. The program has served Massachusetts residents, both in person and online, for 30 years. ABCDC utilizes web and social media tools to increase outreach to potential first-time homebuyers and provide easy access to high-quality information and resources, so that first-time homebuyers can make sound decisions during the process of purchasing a home.

Duties and Responsibilities include:

Housing Counseling

Homeownership Education

Data Management and Reporting

Outreach and Marketing

Volunteer Management

Required Qualifications

The ideal candidate will have a demonstrated ability to network and build strategic partnerships to leverage community supports and services for the benefit of ABCDC's communities. In addition, the ideal candidate will have the following:

- Four years of progressive career experience within the housing counseling or community development fields
- HUD Housing Counseling certification, obtained through a certification exam, is required either upon hire or within 6 months of hire
- Ability and willingness to work regular evening hours
- Demonstrated ability to work with low and moderate-income individuals and families and racially and culturally diverse communities
- Outstanding attention to detail and a problem solving attitude
- Ability to work individually and as a part of a team
- Skilled managing multiple priorities in a fast-paced environment
- Excellent communication skills, both written and verbal
- Ability to work in-person at the office on a weekly basis
- Experience working with Salesforce or similar CRM/database applications

- Experience working with Microsoft 365 and Sharepoint or similar communications and data management software applications

Preferred Qualifications:

- Managerial experience in a non-profit/community development setting
- Fluency in Spanish and English is strongly preferred
- Knowledge of first-time homebuyer programs available to low and moderate-income households and individuals
- Knowledge of relevant state, federal and local resources and agencies
- Knowledge of the Boston-area social service delivery network, particularly for low-income and moderate-income households
- Previous experience/knowledge of issues facing low and moderate-income renters and homebuyers
- Previous housing counseling experience or experience in the real estate industry
- Experience working or volunteering with community organizations
- Previous adult training or teaching experience

For a full job description please follow this link: [Jobs - Allston Brighton Community Development Corporation](#)

The Application Process

Please submit a resume and a cover letter detailing experience and interest in this position to: John Woods, Executive Director at woods@allstonbrightoncdc.org

Applications will be reviewed and acknowledged as they are received. Allston Brighton CDC seeks to fill this position in Summer of 2025.

Allston Brighton CDC is offering a salary of between \$65,000-\$75,000 per year, commensurate with experience and qualifications, plus generous benefits.

ABCDC seeks a diverse pool of candidates. ABCDC is committed to a policy of equal employment opportunity without regard to race, color, national origin, religion, disability, gender, gender identity, sexual orientation or age. People of color and Allston Brighton residents are strongly encouraged to apply for this position.