

## **MADISON PARK DEVELOPMENT CORP.**

### **JOB DESCRIPTION**

Madison Park Development Corporation (MPDC) is an active and established community development corporation (CDC) that serves the Roxbury neighborhood of Boston with our housing and community development activities. Our mission is to develop and preserve quality, mixed-income housing in Roxbury, and to promote the renaissance of Nubian Square as a thriving neighborhood business district, recognized as a center of commerce and culture that anchors the economic revitalization of Roxbury. We are an organization of about 35 employees working throughout various departments.

#### **Position Description**

**Position:** Manager of Rental & Homeownership Services  
**Reports to:** Director of Real Estate  
**Status:** Full-time, Exempt  
**Location:** Roxbury, Massachusetts  
**Salary:** \$65,000 - \$75,000

#### **Position Summary**

The Manager of Rental & Homeownership Services will work to plan and build homeownership pathways that are beneficial to the community, particularly the existing residents of MPDC properties. MPDC aims to provide 50 residents per quarter with homebuyer assistance training, resulting in at least five first time homebuyers accessing direct down-payment assistance per year.

#### **Responsibilities**

##### ***Creating Homeownership Pathways***

##### **Develop and support access to rental housing**

- The Real Estate team produces high quality housing that is priced for individuals and families at incomes typical of Roxbury. Our units are made available via Affordable Fair Housing Marketing Plans, Tenant Selection Plans, and lotteries. The Manager of Homeownership Services will assist in all marketing activities of all housing produced by MPDC.
- Understand and provide insights on wait lists for existing and new MPDC housing.
- Provide strategic advice and direction relative to community housing preferences.

##### **Support existing residents at MPDC properties who want to access homeownership**

- Coordinate first time homebuyer program activities for MPDC residents including first time homebuyer classes, financial literacy counseling, and down payment assistance.
- Communicate with and present to Madison Park Village Resident Association and more established resident associations at Orchard Gardens, Dudley Greenville and St. Botolph Terrace Apartments.
- Hold regular information sessions and ensure good awareness and attendance among MPDC residents at large.
- Triage with residents to determine roadblocks to homeownership and help connect with specialized third party services to assist them.
- Help residents increase their savings by working with Winn Management, Midas Collaborative, and Compass Financial to create, implement, and grow various strategies such as HUD's Individual Development Accounts and enrollment in Section 8 Financial Self Sufficiency programs.

**Provide ongoing support of and knowledge sharing among new homeowners at MPDC developments and/or former MPDC residents who become homeowners**

- For MPDC developed and sold units: aid in transition to condominium management, establishment of a condominium homeowners association, and arrange access to classes for new homeowners.
- For former MPDC residents who become homeowners: ensure homeowners have ongoing understanding of responsibilities and requirements of homeownership as well as encouraging enrollment in classes for new homeowners.
- Plan and encourage ways to celebrate and create community among new homeowners.

**Build awareness of and promote good policy around homeownership programs**

- Spread knowledge of and access to MPDC programs via targeted outreach, special events, or attendance at other MPDC resident events.
- Represent MPDC at community events such as bank, agency, and housing fairs.
- Evaluate potential partnerships and programming with outside parties.
- Coordinate implementation for selected partnership programming.

**Qualifications**

- Minimum of 5 years of progressively responsible experience, including at least two with a non-profit organization that engages in homeownership and/or housing development
- Certified First time homebuyer Training and Counseling
- Knowledge of first-time homebuyer programs and specialty mortgage products
- The ability to work effectively in collaboration with diverse groups of people, both within the organization and externally
- Strong organizational, interpersonal, written and verbal communication skills

- Proficiency in Microsoft Office Word, Excel, PowerPoint, and Publisher in order to perform, plan, and track day to day work, including but not limited to budgeting and reporting to internal and external parties
- Ability to create and/or maintain a database of work and outreach performed – in order to accomplish that, working knowledge of Salesforce and preferred
- Ability to work occasional evening and/or weekend hours
- Ability to balance multiple projects while performing at a high level
- Resident of Roxbury or adjacent neighborhoods (preferred)
- Proficiency in second language a plus

### **Benefits**

This is a full-time, salaried exempt position with an excellent benefit package including four weeks paid vacation; paid holidays; generous cost sharing for medical insurance, 401k plan with generous match, and much more! COVID vaccination or medical exemption process is required. MPDC staff members are reporting to work at our Roxbury, MA office, with telecommuting options available for hybrid work. Please submit a resume and cover letter to [HR@madison-park.org](mailto:HR@madison-park.org)

Visit our website at [www.madison-park.org](http://www.madison-park.org) for more information about MPDC.

MPDC is an equal opportunity and affirmative action employer. We encourage people with relevant lived experiences to apply.