

Property Acquisition Coordinator

Reports to: Chief Executive Officer

Classification: Part-Time (Approx. 10 hrs / wk)

Position Summary:

This position works with the CEO and Property Acquisition Committee to pursue potential projects in focus areas around the county, follow up on leads for donated properties and work with seller or seller's agents to secure land inventory and rehab housing stock for Habitat's affordable housing projects.

Primary Responsibilities:

- Evaluate prospective properties and engages other staff or committee members to finalize decisions on the best prospects
- Investigate leads on property and house donations to Habitat
- Develop target acquisition leads through networking and research
- Develop preliminary costs estimates for property use
- Complete due diligence investigation on prospective acquisitions
- Coordinate home inspections / or scope of work analysis on rehab acquisitions
- Coordinate with sellers or seller's agent property visits
- Coordinate with Habitat's agent or representative contract details of the negotiation for acquisition.
- Coordinate with settlement attorney closing details of property acquisition
- Occasionally manage pre-development process for small scale projects (i.e. minor subdivisions)

Knowledge, Skills and Abilities:

- Desire and willingness to promote the principles and views of Habitat for Humanity.
- Knowledge of local housing market.
- Real estate background preferred.
- Excellent communication and presentation skills, both written and verbal.
- Proficiency in Microsoft Office.
- Strong project management, time management, problem solving and analytical skills.
- Strong interpersonal skills for effective relationship-building and networking
- Desire to contribute to a culture which embraces diversity, equity and inclusion.
- Ability to work with minimum supervision – self-motivated & confident.

Work Environment / Physical Requirements:

- Works independently, primarily in the field
- Mileage available for work related travel
- Must have dependable transportation.

How to Apply:

- To apply, email your cover letter and resume to apply@sussexcountyhabitat.org. Include "Property Acquisition Coordinator" in the subject line.
- Visit our website at www.sussexcountyhabitat.org for additional career opportunities.