



Position Announcement: Director of Program Services

Habitat for Humanity of Spartanburg, an Equal Opportunity Employer, is an affiliate of Habitat for Humanity International and has been building and renovating homes in Spartanburg County since 1987. Habitat Spartanburg is a non-profit Christian affordable housing ministry that builds houses in partnership with corporate sponsors, private donors, and a host of community service providers, using volunteer labor including the homeowner family.

There is currently an opening on our team for a Director of Program Services. We are seeking a motivated professional, with strong communication and organizational skills, who is passionate about serving others in a result driven environment.

Summary of the Director of Program Services position:

- Lead the coordination and administration of the intake and qualification processes and procedures for the Homeownership and Critical Home Repair Programs.
- Support individuals and families in their preparation for and purchase of their home and assist existing qualified homeowners in the facilitation of repair work essential to the continued health, safety, and accessibility of their home.
- Establish and maintain objective qualifications for each program to appropriately evaluate applicant eligibility under three core criteria: (1) Need for Assistance, (2) Ability to Pay, and (3) Willingness to Partner. Work involves collaboration with the Program Selection Committee.
- Routinely review and revise program policies, procedures, and documents to ensure ongoing compliance with the latest laws, Habitat for Humanity International (HFHI) regulations, and industry best practices.
- Participate in regular trainings to build personal competence and maintain certifications in areas including but not limited to housing counseling and mortgage origination.
- Participate in the origination, processing, and underwriting of mortgage loans by collecting and verifying documents, conducting credit and background checks, determining appropriate mortgage terms based on financial ratios, assisting in preparation of pre-closing documents, conducting pre-closing meetings, and coordinating closing dates with internal and external parties.
- Oversee documentation and recordkeeping protocols in accordance with applicable laws and regulations. Maintains files in keeping with auditable and operational standards.

Knowledge, Skills, and Physical Requirements:

- Working knowledge of Microsoft Office applications.
- Excellent written and oral communication skills.
- Able to work a flexible schedule that will periodically include evenings.
- Bachelor's degree and minimum of 2 years direct experience in the Non-profit sector.
- Must have a valid South Carolina driver's license.

This position is Full Time, Non-Exempted, and reports to the Executive Director.

Benefits: Vacations, holidays, and health & life insurance plus retirement plan matching.

To Apply: Send a cover letter with resume and salary requirements to: Executive Director, Habitat for Humanity of Spartanburg, 2270 S Pine Street, Spartanburg, SC 29302 or by e-mail to Raymond.Davis@habitatspartanburg.org.

Habitat for Humanity is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, age, religion, sex, sexual orientation, marital status, national origin, disability, and any other protected status.