Job Title: Programs Director
Reports To: President & CEO
FLSA Status: Exempt / Full-Time
Location: 1321 SE 25th Loop, Suite 103, Ocala, Florida
Salary Range: Competitive pay & benefit package, depending on experience.

Position Summary

The Programs Director provides leadership for two critical areas of Habitat for Humanity of Marion County's North Star 2029 Strategic Direction: building a strong pipeline of qualified families and developing the land pipeline needed to support growing home production.

The Programs Director will lead HFHMC's Family Services programs while working closely with the President & CEO on land strategy, acquisitions, development opportunities, government relationships, and major negotiations. As systems and experience are established, the Programs Director will progressively assume greater operational responsibility for real estate development.

Organizational Commitment

As a representative of **Habitat for Humanity of Marion County**, the **Programs Director** is expected to actively support and uphold our mission, vision, and core values in all aspects of their work:

Mission: Seeking to put God's love into action, to bring people together to build homes, communities, and hope.

Vision: A world where everyone has a decent place to live.

Core Values

Servant Leadership – We lead by serving.
We are committed through our actions to uplift individuals, families, and communities and to inspire others to join us in our mission.

Accountability – We take responsibility for our actions and commitments.
We are dedicated to upholding the highest standards of reliability and transparency, honoring our promises and continuously learning from our experiences.

Compassion – We act with empathy and kindness.
We honor, respect and value every person we serve by fostering a culture of care and belonging.

Legacy – We build together for generations to come.
We are focused on building a sustainable future where our community grows stronger, and families thrive for generations to come.

All employees are expected to embody these principles in decision-making, customer service, volunteer engagement, and collaboration with coworkers and the community.

Strategic Accountability

HFHMC's North Star 2029 Strategic Direction depends on these critical engines working together: FAMILIES + LAND + REVENUE + CONSTRUCTION ⟹ CAPACITY SUCCESSFUL AFFORDABLE HOMEOWNERSHIP. This position provides leadership for FAMILIES and developing leadership for LAND.

- FAMILIES: Maintain a qualified, mortgage-ready family pipeline ahead of housing production so a lack of prepared families does not constrain HFHMC's ability to serve.
- LAND: Working with the President & CEO, build and maintain a financially feasible pipeline of land and construction-ready lots sufficient to support HFHMC's growing housing production.

Responsibilities

1. **Family Pipeline & Homeownership Programs**
   - Lead the Family Services team and HFHMC homeownership programs, including the process & procedures along with all aspects of the Community Land Trust.
   - Responsible for the family partner pipeline from outreach and orientation through application, qualification, education, mortgage readiness, closing, and post-purchase support.
   - Build and continuously improve a sustainable Family Pipeline that identifies barriers, improves conversion, develops mortgage-ready families, and ensures qualified families do not get lost in the process.
   - Develop measurable pathways for families who are not yet mortgage-ready to address credit, debt, documentation, or other correctable barriers to homeownership.
   - Ensure families meet program, mortgage, funding, and partnership requirements.
   - Coordinate with Finance, Construction, Development, and community partners so families are ready when homes are ready.
   - Maintain clear goals, scorecards, systems, and accountability for Family Services.

2. **Land Pipeline & Real Estate Development**
    - Work with the President & CEO to develop and maintain HFHMC's long-term land strategy.
    - Maintain a pipeline of prospective, controlled, owned, and construction-ready lots.
    - Identify and evaluate lots, donated property, government surplus property, assemblages, and larger development opportunities.
    - Coordinate due diligence, including title, surveys, environmental review, zoning, utilities, infrastructure, engineering, and other development requirements.
    - Coordinate engineers, attorneys, government agencies, consultants, and development partners.
    - Manage approved development projects and present clear recommendations, risks, costs, timelines, and decisions needed to the President & CEO.

3. **Housing Funding, Compliance & Community Land Trust**
    - Coordinate housing and development funding opportunities, including SHIP, HOME, CDBG, FHLB AHP, and other applicable programs.
    - Work with the CFO on project budgets, funding strategies, cash-flow requirements, and sources-and-uses schedules.
    - Maintain project-level funding, compliance, documentation, and reporting requirements with a target of zero missed deadlines.
    - Coordinate the real estate and long-term affordability functions of HFHMC's Community Land Trust, working with Family Services, Finance, and legal counsel as appropriate.

4. **Leadership & Project Management**
    - Lead, manage, and hold accountable assigned team members.
    - Build effective systems, workflows, dashboards, and accountability processes.
    - Keep major housing and development projects moving toward clearly defined milestones.
    - Identify problems early and bring solutions and recommendations forward.
    - Work across HFHMC to keep land, families, funding, and construction aligned in support of the North Star 2029 Strategic Direction.

SUCCESS MEASURES

- Qualified Family Partners and families progressing toward mortgage readiness based on North Star 2029 targets.
- Homes with families matched and closing-ready.
- Prospective, controlled, owned, and construction-ready lots sufficient to support future production.
- Development projects achieving milestones on schedule and within approved budgets.
- Development funding secured and reimbursements managed on time.
- Compliance and reporting deadlines missed - Target: 0.

QUALIFICATIONS

- Demonstrated ability to lead people and manage complex projects involving multiple stakeholders, deadlines, and priorities.
- Strong financial and business acumen and ability to understand budgets, funding agreements, contracts, and financial information.
- Experience building relationships with government, nonprofit, business, financial, and community partners.
- Strong organizational, project-management, written, and verbal communication skills.
- Ability to build systems, learn complex subject matter, coordinate technical professionals, and independently drive projects toward completion.
- Must have or obtain Qualified Loan Originator (QLO) certification within six months of hire.
- Alignment with Habitat for Humanity's mission and core values.

Preferred experience includes affordable housing, family or human-services programs, community development, real estate, banking, government, nonprofit leadership, affordable-housing funding programs, Community Land Trusts, or Marion County/City of Ocala community-development networks. Direct experience in every area is not required.

LEADERSHIP CHARACTERISTICS

A servant leader and relationship builder who drives execution; financially and analytically minded; highly organized; proactive and solution-oriented; able to learn unfamiliar subject matter quickly; comfortable holding others accountable; and passionate about helping families achieve affordable homeownership.

Additional Responsibilities

This job description reflects the core responsibilities of the role but is not intended to be all-inclusive. The **Programs Director** may be required to perform other duties assigned to meet the evolving needs of Habitat for Humanity of Marion County. Flexibility and a willingness to adapt to changing priorities are essential. Assist with Habitat events, which include weekends and/or late evening hours.

I acknowledge receipt of the job responsibilities document. I understand that this document is intended to describe the general nature and level of work being performed but are not seen as a complete list of responsibilities, duties, and skills required. Also, this does not establish a contract for employment and is subject to change at the discretion of the employer. This employment is at-will, which means that either the employee or employer may terminate the relationship at any time, with or without notice or cause.

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Signature Date

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Print Name