Housing Cooperative Specialist

About us

The New Hampshire Community Loan Fund collaborates with a wide range of donors and investors, and with business, nonprofit and government partners, to provide the financing and support that people with low and moderate incomes need to become financially independent and have affordable housing, quality jobs, child care and access to vital community services.

ROC-NH, a program of the Community Loan Fund, works with homeowners in and owners of manufactured-home parks statewide to convert those parks into communities that are owned and governed by residents. ROC-NH’s financing, educational and technical assistance help homeowners in resident-owned communities build equity, create stability, develop leadership and strengthen their communities.

About the role

Provide guidance to homeowners who wish to purchase and operate their manufactured-home parks as cooperative corporations, or resident-owned communities. From navigating the real estate deal to aligning solutions for incorporation, add value through a strong relationship and the development of residents’ professionalism by training and assisting the formation of boards, governance, and working groups.

Deal development

- Assist cooperatives in the conversion process by organizing and facilitating meetings of manufactured-home-park residents and providing guidance on the potential purchase of their community through the 60-day-notice process or negotiated sale
- Prepare and present credit memos and pro-formas for presentation to loan committees
- Assist in preparation of all documents necessary to complete the acquisition for the cooperative.

Opportunity management

- Assist manufactured-home co-op boards of directors in developing effective committees
- Provide training resources to develop the production of community bylaws, rules, and documentation, including membership and occupancy agreements
- Monitor community progress through monthly review of budgets and meeting minutes
- Support all aspects of community financial and loan compliance, including plans to assess organizational health, troubleshoot problems, and develop goals and action plans.
**Infrastructure projects**

- Coordinate and assist with planning of infrastructure projects by working with board of directors, committees, civil and other engineers, zoning boards, building inspectors, etc.
- Act as a navigator for the community in identifying potential funding partners for community projects
- Monitor projects so all activities are coordinated to meet deadlines
- Assist in all infrastructure lending phases, including documentation and loan reviews.

**Team player**

- Provide support to other ROC-NH team members by sharing knowledge, acting as a back-up, and participating in organizational initiatives
- Complete updates and summaries for weekly team meeting
- Author annual borrower updates.

**About you**

Calm, comfortable thinking on your feet/problem solving, able to self-manage work-life balance, leadership, have finance and/or real estate experience, ability to earn trust quickly, manage meetings to move things forward, with diplomacy, tact, team player.

**Qualifications**

- Bachelor’s degree or equivalent;
- Ability to author and read financial documents;
- Real-estate experience a plus;
- Proficient in Microsoft Office Suite;
- Valid driver’s license;
- Ability to work nights and weekends

**Other information**

Interested applicants may send a resume and cover letter, including salary expectations, to the Community Loan Fund at jobopening@communityloanfund.org. No phone calls, please.

**Equal Opportunity Employer**

Visit us at www.communityloanfund.org.