



Position Title: Homeownership Operations & Compliance Officer
Accountable To: Executive Director
Status: Full-time Exempt
Salary: \$65,000-\$70,000 Annual Salary
To Apply: Please send resume and letter of interest to hr@gvrha.org

The Gunnison Valley Regional Housing Authority's (GVRHA) mission is to advocate, promote, plan and provide a long-term supply of desirable and affordable housing in Gunnison County to maintain a well-rounded community. We are a multi-jurisdictional Housing Authority created and supported by Gunnison County, the City of Gunnison, the Town of Crested Butte, and the Town of Mt. Crested Butte.

The GVRHA is seeking a dynamic Homeownership Operations & Compliance Officer that will provide leadership, direction, and administrative oversight to the GVRHA's Homeownership Program. This role is responsible for ensuring GVRHA's Homeownership Program is operating in legal compliance with all affordable housing program guidelines, regulatory agreements, and municipal/federal policies and procedures. The Homeownership Operations & Compliance Officer will perform a wide variety of tasks directly related to program & policy development, education and oversight of affordable housing homeownership from development through occupancy and resale. This position is characterized by a high degree of initiative, responsibility, integrity, accountability, and ability to work congenially with various individuals and government entities.

The list of duties and responsibilities as outlined, identify the current state of the role, however it is expected that this role will be agile and and grow as the organization grows and responds to serve the needs of the community with additional programming.

Duties and Responsibilities:

DEED RESTRICTION LIFECYCLE, MONITORING & COMPLIANCE

- Managing the deed restriction lifecycle; from development to monitoring, compliance and resale.



- Designing, documenting, educating, communicating and administering deed restriction monitoring and compliance program and process; recommending enforcement action to beneficiary jurisdictions in instances of non-compliance
- Making recommendations to appeals committees and jurisdictions on compliance enforcement actions that align with the intention of the deed restriction and preserves the integrity of the Homeownership and deed restriction programs
- Updating and maintaining compliance policies, procedures, templates, and forms including but not limited to applications, verification forms, policies, and procedures, compliance manuals, deed restriction database, etc.
- Assessing, improving, documenting and managing a fair, transparent, compassionate resale process complies with the requirements of the governing documents; including lottery, first-come-first-served and all other resale processes
- Fielding, investigating, enforcing, and reporting of instances of non-compliance
- Navigating and coordinating appeal hearings, variance requests, and grievances process according to governing documents; coordinating with legal counsel as needed
- Processing homeownership applications and qualify buyers and owner's tenants when applicable, and according to deed restriction and affordable housing guidelines
- Establishing and maintaining congenial working relationships with Broker and lending community as well as stakeholders and partner jurisdictions
- Additional tasks and responsibilities as needed

HOMEOWNER EDUCATION, ENGAGEMENT AND SUPPORT

- Coordinate and/or conduct first time homebuyer education classes; both certified and uncertified for both English and non-English speaking community members
- Create and execute on Marketing Plan for homeownership education and community outreach
- Engage with and establish relationships with Realtor community and manage Broker Participation
- Design and conduct additional community education programs that support and promote attaining and maintaining affordable homeownership
- Respond to community and stakeholder inquiries and needs
- Additional tasks and responsibilities as needed

ADDITIONAL DUTIES AND RESPONSIBILITIES

- Assess community need and funding opportunities to plan, design, fund and implement additional affordable homeownership programs that aligns with our mission and Strategic Plan, and meets community need
- Create a Homeownership WorkPlan that aligns with GVRHA's Strategic Plan; identifying metrics and reporting on same to Board of Directors and stakeholders



- Accountability to departmental budget and contribute to monthly variance reporting and annual budgeting
- Passion to stay current on updates, changes and new legislation in affordable housing programs, requirements, funding and opportunities

SKILLS AND QUALIFICATIONS:

The ideal candidate has previous experience in Non-Profits or Governmental Human Services organizations and has a passion to serve its community. Additional skills and experience that will serve the ideal candidate well:

- College graduate preferred
- 5+ years' work experience in collaborative team environment
- Previous Program Management experience preferred
- Organization and thorough attention to detail required
- Experience and competency in interpreting legal documents and contracts preferred
- Minimum 2 years of previous customer or community service experience preferred
- Ability to respond diplomatically and diffuse intense customer interactions required
- Proven ability to establish, document and follow process
- Ability to identify and assess risk and respond accordingly; knowing when to seek assistance
- Affordable housing, human services or compliance experience a plus

GVRHA BENEFITS:

GVRHA currently offers the following benefits for all full-time permanent employees:

- 2 weeks (80 hours) paid vacation/year, accrued at a rate of 6 2/3 hours per month
- 12 additional paid holidays in 2025, following the holiday schedule for Gunnison County
- Sick leave accrued at a rate of 8 hours per month
- 75% medical, dental and vision insurance premiums paid for employee and dependents
- 3% matching Simple IRA plan

