



Habitat for Humanity of Oregon is seeking our first **IDA Network Program Manager**

Who We Are

Seeking to put God's love into action, Habitat for Humanity brings people together to build homes, communities and hope. [Habitat for Humanity of Oregon](#) provides fundraising, training, disaster preparedness and advocacy support to all 24 Habitat for Humanity affiliates — locally-based organizations with dedicated staff and volunteers who build and repair homes across our state. Of these affiliates, 21 are based in rural Oregon. Our network is working diligently to build and sell at least 75 homes this fiscal year and provide more than 150 healthy home repairs.

Guiding Philosophy

Founded in Christian principles centered on a radical effort to create and live out a vision for our world where everyone has a safe, stable and affordable place to live, Habitat Oregon is committed to an intersectional approach to diversity, equity, inclusion and anti-racism. All people have a right to safe, stable and affordable housing and we are working towards dismantling the systemic barriers to this goal for communities who have been historically marginalized and intentionally left behind.

What is an IDA?

Individual Development Accounts, or IDAs, are matched savings accounts that build the financial management skills of qualifying Oregonians with lower incomes while they save towards a defined goal. IDAs build pathways of opportunity and create models of economic success in Oregon communities. Oregonians with lower incomes enroll through one of the many partners located in all corners of the state, set a goal and begin saving. Once the saver's goal is reached and all parts of the savings plan are completed, every dollar saved by a saver is matched by the program, typically \$5 for every \$1 saved. [Learn more about IDAs from the Oregon IDA Initiative website »](#)

Job Overview

The **IDA Network Program Manager** is a new position created to support Habitat Oregon's transition into becoming a Fiduciary Organization of the Oregon IDA Initiative. The role will help expand Habitat Oregon's oversight and management of local Habitat affiliates' IDA programs. This key team member will serve as the program lead for this body of work. Habitat Oregon's IDA program will mainly focus on homeownership and home repair IDA savers and the IDA Network Program Manager will support both Habitat affiliate IDA efforts and direct IDA clients throughout the network.

Who You Are

Your professional expertise will help to expand the number of individuals partnering with local Habitat for Humanity affiliates to access 5:1 matched savings in support of first-time homebuyer and home repair goals. You find meaning and value in working with locally-based community organizations with varying staff sizes and capacities. You gain satisfaction in creating and evaluating new programs and approach new opportunities with an eye toward compliance and relationship building. You enjoy both working autonomously and engaging with team members to accomplish shared objectives.

What You'll Do

Get to Know Oregon's Habitat for Humanity Affiliates

Connect directly with local affiliate leaders and your Habitat for Humanity of Oregon colleagues to understand the strengths and capacity of Oregon's 24 Habitat for Humanity affiliates.

Assess and Prioritize IDA Funding Opportunities

Proactively monitor new funding opportunities to assess possible fit with the programs our network provides. Attend informational webinars on IDA funding opportunities to gain a full understanding of application and compliance parameters. Proactively outreach to Oregon affiliate leaders to assess network interest and capacity for new funding opportunities.

Manage Pass-through Funding for the IDA Program

Manage pass-through funding program from end-to-end. Outreach to attract participating Oregon affiliates, determine capacity and support program growth. Collect local affiliate information needed to create complete client applications, tracking and for fund dispersal. Work with the Habitat Oregon team to generate training materials and webinars that lead to successful program compliance and reporting. Generate a realistic timeline for funding draws and serve as the primary point of contact for all IDA program partners. Manage and support affiliates using Outcome Tracker database, ensure timely and accurate data entry and support software innovations initiated by Neighborhood Partnerships. Manage and support Oregon IDA Initiative program compliance and reporting.

Design and Track Program Budgets

Work closely with Habitat for Humanity of Oregon's Contract Accountant to generate realistic program and affiliate-specific budgets. Coordinate with the Contract Accountant to ensure that funding draws and disbursements take place on schedule. Work with key staff to generate accurate reports for both Habitat Oregon's Finance & Loan Team and Neighborhood Partnerships.

Maintain Appropriate Certifications

Participate in annual online training for Habitat for Humanity mortgage originators. Maintain certification as a HUD homebuyer education counselor. Ensure that the Habitat for Humanity of Oregon staff team maintains all licenses and certificates needed to comply fully with state and federal program requirements.

Build and Maintain Relationships with FO Network, Clients, Banks and Affiliates

Engage in active communication with Neighborhood Partnerships and the FO Network partners. Participate in training, informational and networking opportunities, as available. Work with local affiliates to support and manage IDA participants directly and support client management and tracking when needed. Establish, educate and maintain relationships with partner banks to enable smooth data sharing and client support. Keep all lines of communication open and active.

Support and Participate in Additional Habitat for Humanity Activities

Support other members of the staff team in hosting statewide and regional training opportunities. Serve as the lead staff support for the Homeowner Advisory Council. Participate in Habitat for Humanity advocacy initiatives and training opportunities.

Skills and Experience

- 6 years of relevant professional experience in program management that delivered sustainable and impactful services to underserved community members
- Strong oral and written communication skills that address complex subject matter around access to stable and affordable housing and racial and social justice
- Practiced ability to validate individual experiences and forge relationships with people from diverse backgrounds
- Capacity to evaluate organizations to assess their capacity to carry out plans and tasks
- Ability to create, coordinate, lead and/or carry out effective technical assistance sessions
- Possesses a creative approach to situations; sees potential and finds ways to maximize it
- Experience with federal and state housing programs that require a high degree of compliance and reporting
- Experience using Outcome Tracker or a comparable database to implement programs
- Ability to work collaboratively with team members to ensure the timely and successful administration of concurrent funding programs
- Appropriate computer skills; skillful ability to use word processing, spreadsheets, accounting, databases, the internet and relevant program portals

Work Culture, Environment and Schedule

Habitat Oregon values an inclusive work culture with a diversity of homeowners and partners. Therefore, we are seeking applicants who reflect some of the identities of those we serve: **People of color, people with disabilities, first-generation college students, LGBTQIA+, and immigrants to the United States are especially encouraged to apply.**

We are a modestly-sized, innovative and results-driven organization. We're looking for someone who is able to work independently while keeping team members up to date on progress. Due to the COVID-19 pandemic, our staff team is currently working remotely. When it's safe to do so, we plan to resume business hours at our single-story, North Portland office. Flex schedules are available.

While we work from home, your schedule will include weekly Zoom meetings with the staff team, the Executive Director and other team members, as needed. When it's safe to resume in-person meetings, occasional travel will be required for training, advocacy and networking events.

Salary and Benefits

Salary range is **\$60,000–\$73,000**, depending on experience for this full-time, exempt position.

Benefits include medical and vision coverage; dental coverage available through a cafeteria plan; generous vacation and sick leave; paid holidays; 3% retirement savings match incentive and \$50 per month cell phone stipend while working remotely. Our team is made up of caring, creative, capable and really fun humans. You'll get to work with them!

How to Apply

Send your cover letter, resume and pronouns to jobs@habitatoregon.org

The subject line of your email should read: **IDA Network Program Manager application from [Your Name]**

For applicants with whom we would like to enter into conversation, we will conduct initial screening interviews by Zoom. Candidates who advance in the process will interview by Zoom with additional members of the Habitat for Humanity of Oregon board and staff team. We'll ask for references from our top candidates, and make an official offer. This is a full-time position. Start date is flexible.