

## **NACA IN-HOUSE REAL ESTATE AGENT**

COMPENSATION: \$60,000 to \$80,000+ (100% Commission with ability to exceed \$100,000)

FLSA: Independent Contractor

LOCATION: NACA Offices Nationwide

CONTACT: [jobs@naca.com](mailto:jobs@naca.com) or 617-250-6222 ext.1442

WEBSITE: [www.naca.com](http://www.naca.com)

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### **NACA**

NACA is the country's preeminent non-profit homeownership and advocacy organization with over two million Members through over forty-five offices nationwide. Over the past thirty years NACA has established a track record that has earned both the respect and fear from others in the lending industry. NACA stands out in the following areas: 1) It is the most effective organization in the country in providing affordable homeownership; 2) It is the place to work to fight for economic justice for those dedicated and willing to work hard; and 3) It provides unprecedented opportunities for staff to do well financially by doing good.

Started in 1988, NACA has won campaigns against some of the country's most powerful companies and individuals that engaged in predatory and discriminatory lending. NACA's success is a result of its aggressive, confrontational advocacy and state-of-the-art systems and operations. The purchase program provides comprehensive counseling as HUD's largest housing counseling agency (through its Neighborhood Stabilization Corporation subsidiary) with access to NACA's Best in America mortgage: no down payment, no closing costs, no requirement for perfect credit and always at a below-market, fixed interest rate. NACA has over \$15 billion in mortgage commitments from the country's largest lenders to support this program. Through its HomeSave program for homeowners with an unaffordable mortgage, NACA is also the most effective in providing affordable solutions and has done so for over 250,000 at-risk homeowners nationwide.

Built on this track record of success, NACA is undertaking rapid expansion across the country with the hiring of many additional staff nationwide. NACA continues its aggressive advocacy in fighting for economic justice for low-to-moderate income people and communities. In addition to affordable homeownership, NACA takes on economic justice issues such as student debt, tax equity, income inequality, environmental and other issues. Employees at NACA have a tremendous impact on the communities and the Members they serve. For more information about NACA, its history and programs, visit [www.naca.com](http://www.naca.com).

### **NACA IN-HOUSE REAL ESTATE AGENT**

The NACA Real Estate Agent ("NACA Agent") is an independent contractor to provide residential real estate broker agent services as an exclusive buyer's agent to NACA Members. The NACA Agent is an in-house agent who works solely with NACA Members who receive NACA's comprehensive counseling and access to NACA's Best in America Mortgage. The NACA Agent has a thorough understanding of the NACA program and can facilitate NACA Members ("Members") through the home buying process. There are many Members who need an agent who they can trust. The NACA Agent has access to Members at the initial Homebuyer's

Workshop, during counseling to become NACA Qualified (i.e. pre-approved), and those who are NACA Qualified.

The NACA Agent provides comprehensive real estate services to Members. These include identifying, contracting for, and purchasing a home that satisfies the criteria of the NACA Program. The Member must feel comfortable working with the NACA Agent and rely on the agent's comprehensive understanding of the NACA Mortgage process, real estate experience, knowledge of the local market, and negotiation skills. The Member is not pressured in any way to work with the NACA Agent and can change at any time.

### **JOB RESPONSIBILITIES:**

- Help the Member devise a housing search plan based on the Member's needs, how much they want to spend and current market conditions. Sets proper expectations by explaining the NACA process and sequence of events, from contracts, to inspections, lender conditions, and closing.
- Guide and assist the Member through the home-buying experience, helping them to avoid potential pitfalls, and ultimately hand them the keys to their new dream home.
- Property Showings - It is crucial that the Member is shown as many properties as needed until they find a home that meets their desired expectations and is within their maximum qualified mortgage payment and price range. The NACA Agent needs to show at a significant number of homes (usually ten homes or more) with him/her attending the showings to support the Member. The Member is not to be pressured and afforded as much time as they need, even postponing the housing search for weeks or months as it is sometimes not the right time to purchase due to the Member's personal circumstances or market availability.
- Educates the Member on the market and their options.
- Pursues and protects the interests of the NACA Member.
- Remains knowledgeable about real estate markets and best practices.
- Takes responsibility for any escrow payment that is made by a Member and explains the default situations which could result in possible forfeiture of Member's earnest money. Agent is required to maintain full and accurate records. All escrow amounts are to be deposited, held and disbursed in compliance with all applicable laws.
- Educates Members about NACA's renovation program (i.e. HAND) and property condition requirements and provides up to date lists of inspectors and contractors. The NACA Agent CANNOT refer Members to specific vendors.
- Develops networks and maintains a list of contractors and inspectors to assist Members and ensure an active list of vendors is available.
- Generates comparable market analysis to understand current house prices and options.
- Assists Members in the preparation of purchase offers, purchase contract, related addenda, amendments, and other documents. Provide access to property for agents, buyers, appraisers and various vendors as required to complete purchase and sale process through settlement in accordance with NACA policies and requirements. NACA Agent must ensure purchase offers include the following NACA required verbiage: Buyer closing in NACA office with NACA approved Settlement Agent.
- Submits executed P&S contract to the NACA Mortgage Consultant within 24 hours of execution via NACA website, fax or email.

- Coordinates property inspection, wood destroying organism inspection and other inspections that may be specific to the region. Attends the inspection(s) with the Member.
- Communicates with Mortgage Consultant to ensure loan is in process, confirms that timelines are met for appraisal, title commitment and survey, and assists Member to provide any missing information.
- Ensure completion of appraisals and if not met value helps Member re-negotiate the price.
- Helps resolve buyer or seller issues that may delay closing or void the contract.
- Assists Member to schedule contractors to evaluate, provide estimates or bids for any repair issues from inspections (if applicable).
- Reminds and assists Member, if requested, in obtaining home owner's insurance and confirms Home Owner's Insurance Policy is in place and dated same month as closing appointment.
- Cooperates with listing agents, buyers, appraisers and various vendors as required to complete purchase and sale process and settlement of sale.
- Coordinates closing with Settlement Agent, Buyer and Seller/Listing Agent and walk-through inspections.
- Ensures buyer has certified funds for amount due at closing.
- Provides buyer with accurate contacts for utility transfers.
- Attends closing and provides assistance if needed.
- Participates in and assists with NACA sponsored home buyer training and education workshops. This provides visibility and an opportunity to interact with Members who may want to utilize a NACA Agent.
- Home Buyer Workshop (two Saturdays a month) – Presentation to the many homebuyers taking the first step in the NACA program.
- Purchase Workshop (every Thursday evening) – Members who are NACA Qualified beginning the housing search.
- Preparation for NACA Qualification Seminar (non-qualified buyers). Works with Members going through counseling to become NACA Qualified.
- Complete house visits for NACA Homeowners who are delinquent in their mortgage payments.
- Lists properties for NACA Homeowners who have requested assistance selling their properties. If Short Sale, be knowledgeable in short sale process, specific lender requirements, submitting offers, obtaining relocation funds, and required documents.
- Maintains full, accurate and complete files for listings and purchase transactions in compliance with NACA's policies and all applicable laws.
- Participates in other activities and campaigns as determined by NACA.

### **TIME DEMANDS:**

The NACA Agent position is a full-time job working approximately 50 hours a week and as necessary to meet the demands of the job. He/she is responsible for setting the hours to meet the needs of the Members he/she is working with which requires evenings and weekends. The NACA Agent also participates in NACA workshops, outreach and other NACA activities.

### **COMPENSATION:**

The NACA Agent is paid bi-weekly a fixed amount per closed loan where he/she is the designated real estate agent. This fixed payment is the same for all Members and is not based

on the house price or the amount received by NACA. It therefore, incentivizes the NACA Agent to work equally hard for all Members regardless of their income or desired house price in obtaining affordable homeownership. The fixed payment amount is based on house prices in the area. Since the NACA Agent has access to many NACA Members without the need to find clients, s/he can focus on the Member's transactions earning compensation between \$60,000 - \$80,000 with the opportunity to make over \$100,000.

## **JOB QUALIFICATIONS**

NACA seeks leaders with a positive and open attitude, a strong work ethic and relentless commitment to success with attention to detail and ability to meet aggressive deadlines and ambitious goals. S/he is expected to have a high level of core competencies and skills included in one's personal characteristics and professional experiences in the following areas: communication, organizational skills, professional skills, professionalism, customer service, time management, positive leadership, computer skills and being mission-driven. The **Core Competencies & Skills** are described in detail at [www.naca.com](http://www.naca.com).

## **EDUCATION:**

- High School graduate or equivalency – Required
- Bachelor's degree – Preferred
- Real estate courses – Highly Preferred
- Real estate designations, professional Certifications and specialized knowledge - Preferred

## **EXPERIENCE & SKILLS:**

The NACA Agent must be an experienced licensed real estate broker or agent in each jurisdiction in which he or she may provide real estate services. He/she must have a vast working knowledge of the real estate market, including grant and non-profit buyer assistance programs, price trends, neighborhood conditions and amenities. Candidates for the NACA Agent position need to exhibit the following:

- Minimum two (2) years as Buyer's Agent Representative.
- Experience with various property and transaction types with related contracts.
- Understanding and explaining appraisals to clients.
- Have closed a minimum of ten residential sales transactions within previous twelve months.
- Closed NACA Transactions - preferred
- Proven ability to manage a large volume of clients in various stages from prequalified to closing.
- Experience with MLS, real estate contract form software.
- Volunteer activities including with NACA – preferred
- Ability to write and speak languages other than English, particularly Spanish, is a plus.

## **LICENSES:**

Active real estate agent and/or broker license in the jurisdictions serviced by the NACA office.

## **APPLICATION PROCESS**

Applicants must complete the application at [www.naca.com](http://www.naca.com).

NACA is an equal opportunity employer. Minority and bilingual individuals, particularly those who speak and write in Spanish, as well as second change applicants are strongly encouraged to apply. To follow-up and for inquiries regarding this and other positions contact NACA's HR Department at [jobs@naca.com](mailto:jobs@naca.com) or call 617-250-6222 ext.1221.

This job description is solely for descriptive purposes with NACA reserving the right to make unilateral changes to this job description including the compensation for all staff or on an individual basis. NACA may also change the compensation during campaigns, activities and events at its discretion. This does not constitute a contract for employment. Nothing herein shall limit NACA in its sole discretion from terminating a Counselor for any reason or no reason with employment on an "at-will" basis.