



Housing Initiative Partnership, Inc.

35+YEARS of Housing Security | Financial Stability | Community Success

Job Announcement
Community Development Specialist
Full-Time (37.5 hours per week)
Hyattsville, MD

ABOUT HOUSING INITIATIVE PARTNERSHIP

Housing Initiative Partnership, Inc. (HIP) is a mission-driven nonprofit organization with more than 35 years of experience developing innovative affordable housing, revitalizing neighborhoods, and empowering individuals and families to achieve their housing and financial goals. HIP's vision is that every person lives in high-quality, affordable housing in a thriving community. To date, HIP has developed more than 600 multifamily rental units and 125 affordable homes for purchase by low- and moderate-income families. As a full-service, bilingual, HUD-certified Housing Counseling Agency, HIP has supported more than 40,000 clients. HIP operates offices in Hyattsville, Germantown, and Gaithersburg, Maryland.

POSITION SUMMARY

The Community Development Specialist is responsible for supporting client intake, eligibility screening, application processing, and program administration for HIP's community development and housing programs, including but not limited to:

- Weatherization Assistance Programs--consisting of DOE WAP, MEAP C, and Empower
- Prince George's County Housing Rehabilitation Assistance Program (HRAP)
- HIP Homes, the signature Single-family homeownership program for first-time buyers
- Mt. Rainier Artist Apartments

This client-facing position plays a key role in connecting community members to services and resources. Responsibilities include marketing programs, responding to inquiries, assisting applicants with document collection and application completion, conducting eligibility screenings, completing income certifications, and maintaining accurate program files in compliance with funding and program requirements.

The Community Development Specialist may also support outreach and engagement activities related to neighborhood revitalization and other community initiatives.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Understand and effectively communicate program requirements, processes, timelines, and eligibility criteria.
- Market HIP programs and assist with outreach efforts to generate applicant interest.
- Respond to inquiries from prospective applicants and guide them through the intake process.
- Assist applicants with gathering, organizing, and submitting required documentation.
- Conduct income certifications and eligibility screenings.
- Conduct outreach and recruitment efforts to identify and engage eligible homeowners for housing rehabilitation, weatherization programs, and related initiatives.
- Maintain regular communication and follow-up with applicants throughout the intake process.



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- Coordinate with third-party vendors, contractors, and government agencies as needed to secure approvals and documentation.
- Work collaboratively with Program Managers to ensure deadlines and grant requirements are met.
- Maintain accurate and organized program files in accordance with record retention policies and compliance requirements.
- Develop and maintain knowledge of affordable housing programs, housing trends, and applicable federal, state, and local regulations.
- Provide referrals and information regarding home repair, housing resources, and related community services.
- Participate in community outreach events, workshops, and presentations as needed.
- Perform other duties and special projects as assigned.

QUALIFICATIONS, KNOWLEDGE AND SKILLS

- Bachelor's degree preferred, plus one (1) year of experience in residential real estate development, property management, asset management, construction, energy efficiency, weatherization, government contracts, or program administration.
- Experience with federal and state weatherization programs preferred
- Commitment to HIP's mission and values.
- Demonstrated ability to work effectively with diverse populations of clients, business partners, and community stakeholders while building strong professional relationships.
- Self-motivated and able to meet deadlines in a fast-paced environment.
- Excellent written and verbal communication skills.
- Strong attention to detail and problem-solving abilities.
- Professional demeanor and strong customer service skills.
- Proficiency in Microsoft Office Suite applications.

SALARY AND BENEFITS

Salary range: \$60,000–\$65,000, commensurate with experience

HIP offers a competitive benefits package, including:

- Health, dental, and vision insurance
- Retirement 401K plan
- Long-term disability coverage
- Generous paid vacation and sick leave

WORK LOCATIONS AND SCHEDULE:

The Community Development Specialist will work in the Hyattsville office:

6525 Belcrest Road, Suite 555 | Hyattsville, MD 20782

The typical schedule is Monday–Friday, 9:00 AM–5:00 PM. HIP currently operates a hybrid schedule of a minimum of three days in the office. Evening and weekend hours are occasionally required based on programming and outreach needs.



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PHYSICAL REQUIREMENT (ADA SPECIFICATIONS)

This position is primarily sedentary and may involve remote work as well as work from HIP's Hyattsville office, as needed. Occasional bending, lifting, and local travel within Prince George's County may be required. This position also requires flexibility to work occasional evenings and weekends to support workshops, presentations, outreach events, and community activities.

HOW TO APPLY

Please submit a cover letter and resume to:
Stephanie Prange Proestel, Executive Director
sproestel@hiphomes.org

EAUAL OPPORTUNITY EMPLOYER

Housing Initiative Partnership, Inc. is an equal opportunity employer and does not discriminate against any applicant or employee on the basis of race, color, religion, sex, national origin, disability, genetic information, age, military status, or veteran status in accordance with applicable federal, state, and local laws.

HIP is committed to providing reasonable accommodations to qualified individuals with disabilities throughout the employment process and in accordance with applicable law.