



**College Park City-University Partnership**  
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## Housing Program Manager

### About the College Park City-University Partnership

The College Park City-University Partnership (Partnership) is a nonprofit 501(c)(3) organization that strengthens cross-sector collaboration between the City of College Park, the University of Maryland, community partners and stakeholders. In recent years, the organization has experienced significant growth and diversification, expanding its scope, partnerships, and capacity in response to evolving community needs. Serving as a convener and implementation partner, the Partnership actively innovates—aligning public, academic, and community stakeholders around shared goals, and advancing new approaches to expand positive, measurable outcomes for residents, neighborhoods, businesses and students. Through targeted programs and initiatives, the Partnership supports K-12 education and student success, public safety and community wellbeing, housing and neighborhood stability, sustainability and placemaking, and civic engagement.

Central to this work is the Community Preservation Trust ([www.communitypreservationtrust.org](http://www.communitypreservationtrust.org)), a certified Maryland Affordable Housing Land Trust, which helps preserve long-term housing affordability and prevent displacement by creating permanently affordable homeownership opportunities in College Park. The Partnership also administers the Live+Work College Park downpayment assistance program, which builds on more than a decade of successful downpayment assistance efforts to help income-eligible households purchase homes in the city. Together, these initiatives advance equitable access to homeownership, strengthen neighborhood stability, and support a diverse and inclusive College Park.

### Position Summary

The Housing Program Manager supports the implementation and daily operations of the Partnership's housing initiatives, including the Community Preservation Trust ("Trust") and the Live+Work College Park downpayment assistance program. This position will work across the two programs under the guidance and support of the Director of Operations and Housing Initiatives.

The Housing Program Manager works closely with lenders, attorneys, real estate professionals, government partners, funders, and community members. The ideal candidate is highly organized, proactive, detail-oriented and comfortable working independently in a small, fast-paced nonprofit. The Partnership is a small, highly collaborative organization - team members are expected to be proactive, creative and collaborative.

## Key Responsibilities

### Community Preservation Trust (“Trust”)

- Support the daily activities and operations of the College Park City-University Partnership’s community land trust, the Community Preservation Trust;
- Lead community outreach and engagement to prospective Trust buyers, sellers, lenders, brokers and real estate professionals;
- Manage program application process (e.g., web portal, applicant intake, communications, records management, etc.);
- Manage communications and outreach to external partners and community stakeholders;
- Conduct webinars, presentations and information sessions to support education and marketing of the Trust;
- Support grant reporting and compliance with state, federal and local grants;
- Oversee home repairs, property maintenance, and management of Trust properties under guidance of Director of Housing Initiatives; and,
- Conducts research, analysis, and briefings to support decision-making and program updates.

### Downpayment Assistance Program

- Manage the Partnership’s downpayment assistance program, Live+Work College Park, including application process, program communications and outreach;
- Manage program application intake, records and partner coordination;
- Coordination with real estate closing attorneys, lenders, City partners and borrowers as they relate to the real estate closing transaction;
- Lead grant reporting and compliance, and correspondence with funders;
- Conduct webinars, presentations and information sessions to support program outreach and expansion; and,
- Conducts research, analysis, and briefings to support decision-making and program updates.

### Communication, Grants and Reporting

- Support grant management, including records management, compliance and reporting;
- Support development of communications and outreach materials in collaboration with Partnership colleagues;
- Maintain program documentation and existing tracking systems, develop and improve systems as appropriate; and,
- Complete other duties as assigned.

## Minimum Qualifications

- Bachelor’s degree in related field;
- 2-4 years experience in housing programs, real estate, community development, or nonprofit management, or, Master’s degree in related field;
- Experience with program management, design, implementation and evaluation;
- Experience leading application or intake processes;
- Experience working with external partners such as lenders, attorneys, brokers/real estate agents, or funders, community stakeholders and/or elected officials;
- Strong public speaking and verbal communication – especially when explaining complex rules to non-experts, and ability to adapt messaging for diverse audiences (residents, partners, leadership);



- Clear, professional written communication (policies, reports, funding applications);
- Ability to navigate ambiguity and competing priorities;
- Proficiency in Microsoft Office, primarily Excel;
- Strong organizational skills and attention to detail; and,
- Ability to interpret policies and translate them into clear procedures and guidance.

## Preferred Qualifications

- Experience with affordable homeownership, CLTs, or DPA programs;
- Experience with housing market data;
- Experience working with grant-funded programs;
- Experience with compliance reporting and documentation;
- Experience working in small nonprofit or public-sector environments; and,
- Strong grounding in project management, change management, or governance.

## Core Success Competencies

- Process improvement mindset - spotting inefficiencies and fixing them;
- Commitment to equity, access, and inclusion;
- Team-orientation and accountability, with commitment to collaboration and collegiality;
- Ability to balance empathy with policy enforcement;
- Sound judgment under pressure and tight timelines;
- Critical thinking and creative problem-solving within regulatory constraints;
- Integrity, professionalism, and accountability;
- Strong commitment to public service and community impact; and,
- Models adaptability, collaboration, emotional intelligence, and problem-solving across diverse operational environments.

The Partnership offers a flexible, hybrid work environment, with employees required to work **three days per week in the office** in College Park, Maryland (currently Monday, Tuesday and Wednesday). Additional in-office days as needed to support programmatic and organizational work. Some evening and weekend hours may be required. Benefits include: **three weeks of paid vacation, 10 federal holidays, and 10 days of sick leave**, as well as **health, dental, and vision insurance** and access to a **401(k) retirement plan**.

The position will remain open until filled. Applicants are strongly encouraged to apply by **February 28, 2026** to receive early consideration. Interested candidates should submit a cover letter and résumé via email to [info@collegeparkpartnership.org](mailto:info@collegeparkpartnership.org), using the subject line **"Application: Housing Program Manager."** No phone calls, please.

Salary Range: \$75,000 - \$85,000 depending on experience.