



JOB ANNOUNCEMENT

Loan Administrator

DEPARTMENT NAME: Multi Family Lending

POSITION REPORTS TO: Senior Loan Administrator

OFFICE LOCATION: 75 E. Santa Clara Street, Suite 1350, San Jose, CA

OFFICE OPERATING HOURS: 8:30 AM to 5:00 PM

MISSION AND HISTORY

Housing Trust is leading the effort to create a strong affordable housing market the in the greater Bay Area as one of the region's highest-volume nonprofit housing lenders. Serving people experiencing homelessness to renters to first-time homebuyers, we assist a wide range of residents with programs across the entire spectrum of housing issues. Since 2000, Housing Trust has invested \$200 million – creating more than 17,000 affordable housing opportunities serving over 30,000 of our neighbors. Housing Trust is the first nonprofit Community Development Financial Institution (CDFI) to receive a Standard & Poor's rating (AA-) because of its strong capacity to meet financial commitments.

POSITION OVERVIEW

Do you want to make a positive impact in the region by helping to create affordable housing opportunities? Are you looking for an opportunity to join a high performing lending team? Do you take pride in being precise and paying attention to the details? If you responded "yes", this is the job for you. Housing Trust is looking for a Loan Administrator who will report to the Senior Loan Administrator. The Loan Administrator conducts loan closings and assists with portfolio management for multifamily affordable housing loans made by Housing Trust. The Loan Administrator works closely with the Chief Lending Officer, Sr. Loan Administrator, Loan Officers, and finance staff as well as external parties (borrowers, loan committee members, bank loan servicing partners and funders).

KEY RESPONSIBILITIES

Loan Closing

Execute and support closing of 10 to 20 complex commercial real estate loans per year:

- Work with Senior Loan Administrator, Loan Officers and outside counsel to produce and review necessary loan documents;
- Assist borrowers through the loan closing process, including collecting necessary documentation; coordinating with title companies, other lenders, Housing Trust counsel, borrower's counsel, and any other parties involved in each transaction;
- Support Loan Officers leading up to loan closing, including review of preliminary title report with understanding of title exceptions, title insurance and collection of required closing items;
- Participate in pipeline and loan committee meetings leading up to loan closing, to understand timing and to provide support in ensuring a smooth transaction.
- Work with Finance team to fund initial loan disbursements and post closing disbursements by wire transfer or through multiple bank accounts.

Portfolio Management

Loan servicing and portfolio management duties required on portfolio of 20 to 30 loans:

- Process borrower draw requests, including verifying loan use compliance, coordinating draws with loan pool participants or other funders, and providing excellent customer service to borrowers
- Process borrower changes in terms, including working with bank and attorney to produce new loan documents if necessary; working with borrower and title company to coordinate signing; and with Finance and loan pool participants to ensure accurate loan records
- Manage upcoming loan maturities and loan pay-offs, including communicating with Loan Servicer and borrowers to receive payment and preparation of demands and reconveyances or process change in loan terms
- Monitor loan covenants and compliance, including insurance requirements and collateral perfection

Data Management & Reporting

Maintain organized and accurate recordkeeping systems, including:

- Assisting Senior Loan Administrator and Loan Officers to collect information from Loan Servicer, and provide data entry and ongoing quality control and maintenance of database, various spreadsheets, and loan files
- Work with Loan Officers to produce timely and accurate reports for various stakeholders, including bank loan pool investors, Housing Trust board of directors, management and funders
- Work as assigned to ensure Finance team has required information on loan pools and transactions

QUALIFICATIONS

- Some combination of college education and experience equaling four years in real estate lending, preferably commercial, multifamily and/or construction lending
- Education in real estate fundamentals and/or paralegal studies
- Proficiency using programs including Microsoft Excel and Microsoft Word
- Familiarity with Salesforce and Box, preferred
- Excellent oral communication skills
- Proven ability to multi-task
- Proven ability to meet deadlines
- Highly organized with an appropriate sense of urgency.

COMPENSATION

Housing Trust offers a competitive compensation package, including a bonus plan and benefits. This is an exempt salaried full-time position. Compensation for this position is between \$50,000 and \$60,000, depending on experience.

Resumes will be reviewed and considered on an ongoing basis. To be considered for this position, please send a letter of interest, along with a current resume to Jobs1@housingtrustsv.org.

Housing Trust is an equal opportunity employer to all regardless of race, color, national origin, ancestry, sex, marital status, disability, religious or political affiliation, actual or perceived gender identity, age or sexual orientation. Housing Trust is committed to diversity, equity and inclusion and our goal is to have a workforce (at all job levels) that is representative of the communities we serve.