



JOB ANNOUNCEMENT

Portfolio Manager

DEPARTMENT NAME: ASSET MANAGEMENT

POSITION REPORTS TO: Chief Impact Officer

OFFICE LOCATION: 75 E. Santa Clara St., 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 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 step up as the leader of a team? Are you passionate about finding ways to work with internal and external stakeholders to maximize benefits to clients? If you responded "yes", this is the job for you. Reporting to the Chief Impact Officer, the Portfolio Manager has the critical task managing Housing Trust's most impactful asset – our loan portfolio. The PM will lead a team of two Compliance Specialists and has primary responsibility for portfolio management, compliance and reporting for single-family and multifamily loan portfolios. In addition, the PM directs Housing Trust's homelessness grants programs.

KEY RESPONSIBILITIES

- **Portfolio Management:** The Portfolio Manager will provide oversight of Housing Trust's single-family and multifamily loan portfolios, as well as loan portfolios serviced for other agencies. These duties will include working with outside stakeholders and regulatory agencies to ensure program compliance; annual monitoring of both single-family and multifamily portfolios; tracking and analyzing property performance; tracking and reviewing loans for covenant compliance; working on loan modifications; drafting or modifying loan documents as needed; planning workouts for troubled loans as needed; and performing site visits. Portfolio Manager will confer regularly with Housing Trust lending staff in the review of financing arrangements, property financial analysis, management/monitoring controls and other related issues.
- **Reporting:** The Portfolio Manager will work closely with the Chief Impact Officer to develop standard reporting monthly, quarterly, and annual dashboards for compliance and reporting impact to more effectively measure Housing Trust's impact. He/she will also compile and review regular reports of portfolio quality and other portfolio performance.

- **Policies and Procedures:** The Portfolio Manager will formulate, implement, and update loan portfolio management policies, plans and procedures to carry out a solid portfolio management program.
- **Management:** The Portfolio Manager will oversee the day-to-day activities of two portfolio compliance team members as well as have direct portfolio management responsibilities.

QUALIFICATIONS

- A Bachelor's degree in business, finance, real estate, urban planning or related field, or a minimum of 5 year's equivalent work experience that involves real estate lending, financial analysis, monitoring loan compliance, loan modifications, or other portfolio management duties.
- Familiarity with federal, state, and local government funding sources for affordable housing programs and government reporting (e.g. NSP2).
- Experience with managing a portfolio of real estate based loans for a government agency, nonprofit or financial institution.
- Knowledge of first-time homebuyer programs and multi-family loans is desirable.
- Demonstrated increasing responsibilities in previous roles. Supervisory experience a plus.
- Strong analytical skills
- Proficiency in Microsoft Office including Excel. Proficiency in CRM or other database software especially mortgage servicing software
- Strong communication skills – written and verbal
- Proven ability to manage multiple tasks, i.e. multiple portfolios and a grant program
- Must be detail oriented, thorough, and work cooperatively inside our organization and with outside partners and stakeholders

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 \$70,000 and \$85,000, 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.