



JOB ANNOUNCEMENT
Accessory Dwelling Unit
(ADU) Lending Manager

DEPARTMENT NAME: ADU

POSITION REPORTS TO: Chief Lending Officer

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 \$257 million – creating nearly 19,000 affordable housing opportunities serving over 34,000 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

Are you a creative real estate or lending professional looking to have a positive impact on the biggest challenge facing our region? Are you dedicated and mission driven? And, do you take pride in your work and thrive in a collaborative environment with people who also exhibit these qualities? If so, Housing Trust Silicon Valley is the place for you.

As ADU Lending Manager, you will report to the Chief Lending Officer and lead the design and implementation of new ADU outreach and lending programs. ADUs are going to be a critical tool in alleviating the state's housing crisis – they can be built at a relatively low cost and with little impact on neighborhood character. However, the missing link is getting information to the public about how to develop ADUs and providing construction and bridge financing to homeowners to cover the cost of construction. Providing alternative tools for increasing affordable housing supply is a high priority for the Housing Trust. We have been recognized in City of San Jose Mayor Sam Liccardo's Housing Plan as a partner on ADUs and have received seed capital from JP Morgan Chase from their PRO Neighborhoods program, in collaboration with Genesis LA.

This is an ideal opportunity for someone who is interested in effecting meaningful change on one of the most pressing issues facing our region – creation and preservation of housing for low- to middle-income people. Who will be successful in this role? Someone who enjoys innovating creative housing finance solutions that have real world use. Someone who has experience administering residential lending products for construction or renovation to homeowners. Someone who has experience driving a project through from the beginning research stages to successful execution. Someone who likes working with stakeholders to gather research and feedback, ultimately resulting in more effective outcomes. Someone who works independently and thrives in a fast-paced environment. Perhaps, someone like you?

KEY RESPONSIBILITIES

Residential Construction Loan Program Management

- Finalize the design, development, and documentation of a residential construction and bridge loan program for homeowners interested in building an ADU for rent to low-to-moderate income individuals. Supervise the existing planning grant program and drive enhancements.
- Market loan to potential customers
- Underwrite potential borrowers for financial and program requirements
- Work with Housing Trust internal staff members and departments to coordinate workflow, funding of loans, and compliance

Strategy and General Management

- Manage all aspects of program, including developing deliverable timeline, meeting deadlines, data collection, reporting, managing relationships with stakeholders, potential clients/borrowers and collaborators
- Manage ADU Program Associate who will oversee education and training workshops, Planning Grant program to homeowners, and on-line website tools
- Recruit a cohort of homeowners interested in developing ADUs and develop a user-centered program design process with the end goal of coming up with tools homeowners can use to successfully create ADUs
- Assist with development of other ADU financing products, such as Predevelopment Loan programs with local jurisdictions

Marketing and Education

- Oversee design of marketing and education materials that may include a website, email, print, video or other creative platforms

QUALIFICATIONS

- Bachelor's degree in Business, Economics, Urban Planning, Real Estate, or related field and 7 years relevant experience managing programs in residential construction or renovation lending, single-family lending, homebuyer education, affordable housing development or other related field
- NMLS license preferred
- Working understanding of residential lending requirements, including disclosure rules and CFPB regulations
- Experience managing staff and consultants
- Experience managing projects and designing lending programs
- Strong interpersonal skills
- Experience marketing a program
- Experience preparing and delivering effective and engaging presentations
- Exceptional attention to detail and accuracy
- Experience with database and cloud software (particularly Box and Salesforce)
- Operate with the highest degree of integrity
- Effectively accumulate and present data, verbally and in written form
- Work independently, take initiative and solve problems
- Proficiency in Microsoft Outlook, Word, and PowerPoint; expertise in Excel

COMPENSATION

Housing Trust offers a competitive compensation package, including a bonus plan and benefits. This is an exempt position of 40 hours per week. Compensation for this position is between \$80,000 and \$90,000, depending on experience.

Resumes will be reviewed and considered on an ongoing basis. To be considered for this position, please submit a letter of interest and 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.