



## **JOB ANNOUNCEMENT Compliance Specialist**

**DEPARTMENT NAME: Asset Management**  
**POSITION REPORTS TO: Chief Compliance & Risk 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 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 \$230 million – creating more than 18,400 affordable housing opportunities serving over 33,500 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 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 Compliance Specialist who will report to the Chief Compliance & Risk Officer. The Compliance Specialist conducts loan portfolio monitoring, compliance, and reporting on the Housing Trust's single-family portfolios as well as loan portfolios serviced for other agencies. The Compliance Specialist will work with Housing Trust lending staff in the review of financing arrangements, property financial analysis, management/monitoring controls and other related issues. You will work with a variety of external clients, including staff from local jurisdictions and nonprofit developers. Your internal clients will consist of staff from the lending and finance departments.

### **KEY RESPONSIBILITIES**

#### Single Family Loan Portfolio:

The Compliance Specialist will provide ongoing oversight of the single family loan portfolios for both Housing Trust and those of other agencies that contract with Housing Trust for loan portfolio management services. These duties will include annual monitoring of the single-family portfolio; tracking and reviewing loans for covenant compliance, including occupancy and insurance; working on loan modifications, payoffs, subordinations and re-conveyances; drafting or modifying loan documents as needed; planning workouts for troubled loans as needed; and performing site visits.

#### Contract Compliance:

The Compliance Specialist will assist the Asset Management Team with annual compliance monitoring, income certification and inspection of multifamily developments.

#### Policies and Procedures:

The Compliance Specialist will assist the Asset Management Team in identifying efficiencies and procedural improvements in order to execute the overall loan portfolio management plan.

#### Other Duties:

The Compliance Specialist carries out other responsibilities as assigned such as assisting with the development of new programs and/or product initiatives, investor requests, or other special requests as applicable.

## **QUALIFICATIONS**

- A Bachelor's degree in business, finance, real estate, or related field, or a minimum of 2 year's equivalent work experience that involves real estate lending, financial analysis, monitoring loan compliance, loan modifications, and/or other portfolio management duties that can be substituted on a year-for-year basis, is required. Experience with affordable housing projects/programs is desirable.
- Knowledge of the single family loan closing and due diligence process.
- Familiarity with loan documents utilized in real estate transactions, ability to read and interpret legal document and contracts (promissory note, subordinations, rental agreements, etc.) and underwriting/escrow closing documents (Form 1003, 1008, Loan Estimate, appraisals, etc.).
- Must possess the ability to comprehend and interpret Federal, State, and local laws and regulations and ensure compliance.
- Experience with managing a portfolio of real estate based loans for a government agency or financial institution is preferred.
- Experience with single-family mortgage lending, preferably with some knowledge of first-time homebuyer programs is preferred.
- Experience with loan workouts is desirable.
- Ability to process large data sets with accuracy.
- Proficiency with Microsoft Office Suite Programs is essential and database skills a plus.
- Excellent skills in managing multiple tasks requiring strong attention to detail.

## **COMPENSATION**

Housing Trust offers a competitive compensation package, including a bonus plan and benefits. This is a full-time, non-exempt position. Compensation for this position is between \$55,000 and \$65,000, 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](mailto: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.