



LOAN OFFICER – Multifamily Lending

Housing Trust is looking for exceptional people who believe that safe, stable affordable housing opens the door to better living for everyone. We embrace diversity. We nurture it and we thrive on it because it benefits our organization, our partners, and our community. We are seeking a mission and results driven individual for an amazing opportunity to join a highly respected organization as a member supporting the Multifamily Lending team as a Loan Officer.

Are you committed to making a positive impact on one of the most serious crises facing our region? Are you analytical, dedicated, and mission driven? Do you take pride in your work and thrive in a collaborative environment with people who also exhibit these qualities? If so, Housing Trust is the place for you. This is an ideal opportunity for someone who is interested in a role requiring extensive financial analysis, research, and writing. Someone who works independently and thrives in a fast-paced environment; enjoys working on a variety of projects; takes ownership of coordinating and delivering results including an impact on the bottom line; and is interested in learning about affordable housing and finance.

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 \$446 million – creating over 24,000 affordable housing opportunities serving over 44,000 of our neighbors. Housing Trust has led the way in engaging local corporations and foundations in investing hundreds of millions of dollars to work with us to bring more solutions to the market all while experiencing several years of high growth in our lending business.

Housing Trust aspires to be a diverse and inclusive organization. We are committed to recruiting, retaining, and promoting diversity in our workforce and leadership to reflect the communities we serve. We believe differences in lived-experiences, cultural backgrounds, and diversity of thought are our strongest assets and contribute to our success.

POSITION OVERVIEW

The Loan Officer reports to the Director of Multifamily Lending and is responsible for a variety of tasks associated with supporting HT's multifamily lending (MFL) team by originating and managing loans to housing developers who are creating affordable homes throughout the Bay Area; Helping implement the Housing Trust Loan Funds to create more homes to reduce homelessness, preserve and create multifamily housing; Fostering successful partnerships with cities, counties, banks, corporations, and community groups. Responsibilities include, but are not limited to the following:

KEY RESPONSIBILITIES

Loan Underwriting

Qualify and underwrite loans for affordable housing development including for predevelopment, acquisition, and construction purposes:

- Work with Director of Multifamily Lending and/or Senior Loan Officer to collect the essential information needed to process loan application submissions and underwrite loans requests.
- As directed by Senior Loan Officer and/or Director of Multifamily Lending, prepare analyses of project and borrower financial information, including analyzing operating statements and pro-forma budgets, and analyzing borrower financial statements for affordable housing loan applications.
- Develop loan proposal and present to loan committees.
- Conduct site visits as part of underwriting process.
- Order and review third party reports (appraisals, Phase I Environmental, etc.)

Marketing

- Cultivate existing relationships with current and former borrowers.
- Market loan programs to potential new borrowers including non-profit and for-profit developers of affordable housing.
- Assist in monitoring the changing financing needs of affordable housing developers to inform new product development.
- Assist with presentations and developing communications and materials for conferences, events, and company web site.
- Represent Housing Trust as part of the Lending Team at conferences, events, and other meetings

Strategy & General Management

- Contribute toward multifamily lending team achieving goals and execution of strategies for deployment of Housing Trust capital sources.
- Support the multifamily loan program by assisting in the design of new products or improving existing ones.
- Participate in the cultivation of external relationships with all levels of local government.

Loan Administration & Reporting

- Serve as resource and provide support to Loan Administration to close loans as needed.
- Support smooth cross-functional responsibility for reporting and compliance to Housing Trust investors including bankpool participants, government agencies, and other stakeholders.
- Serve as resource and provide support to Asset Management team on existing portfolio as needed.
- Assist with initiatives to strengthen and maintain the risk grading system; attend and participate in quarterly portfolio reviews.

QUALIFICATIONS

- Bachelor's degree in business, finance, real estate, urban planning, or economics, and at least 4+ years' experience in affordable housing or real estate lending. Additional years of experience can substitute for a bachelor's degree.
- Working knowledge of financial tools and products, including familiarity with public and private funding sources for capital and operating needs related to affordable housing
- Exceptional relationship-building skills, with a desire to work in a highly external-facing role
- Experience in analyzing financials of nonprofit and for-profit organizations and real estate operations (in particular, rental housing).
- Working knowledge of due diligence items required to underwrite real estate transactions

including but not limited to appraisals, environmental, and construction cost review reports.

- Experience working with both private sector financial institutions and public agencies.
- Working knowledge of federal, state, and local government funding sources for capital and operating needs of multi-family housing, affordable housing and/or permanent supportive housing, (e.g., LIHTC, HUD programs, etc.) desired.
- Excellent written and verbal communication skills are required.
- Proficient in Microsoft Office, file management software (Box), and CRM software (Salesforce)
- Ability to manage multiple tasks while exhibiting strong attention to detail and a high level of accuracy. Strategic thinker, able to envision and articulate creative approaches to address community development opportunities
- Strong time management and organizational skills and ability to manage multiple tasks requiring attention to detail; ability to meet ambitious goals while working with a high level of independence.
- Ability to work effectively in a team environment and collaborating across various levels of diversity including race, color, national origin, ancestry, sex, marital status, disability, religious or political affiliation, actual or perceived gender identity, age, or sexual orientation.
- Embrace a work culture that celebrates creativity and innovation. Operate with the highest degree of integrity

COMPENSATION

Housing Trust offers a competitive compensation package, including a bonus plan and benefits. This is an exempt, full-time position. Annual salary range for this position is \$90,000 to \$140,000 depending on years of 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.

Our total compensation package includes the following:

Medical, Dental and Vision benefits fully covered for employees. Eligible dependents covered at 50%.
401K employer contribution at 3% and additional match up to 2%.
3 weeks of paid vacation
12 paid sick days
Paid year-end shutdown
End of year bonus
Tuition reimbursement program and more...

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.