



## **SENIOR/ASSET MANAGER**

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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.

### **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.

### **POSITION OVERVIEW**

Reporting to the Chief Credit Officer (CCO) the Sr/Asset Manager (AM) plays a key role in Housing Trust (HT)'s ability to execute on the portfolio risk assessment, reporting and compliance activities. The AM will proactively monitor HT's loan portfolio in both Multifamily Lending (MFL) and Homebuyer Programs (HBP). The AM will support Housing Trust's mission by working closely with the CCO as a key member of the Credit Risk Management department and collaborate with cross-functional teams across the organization to manage relationships with customers and closely monitor the performance of the loan portfolios and underlying projects. The AM will lead the preparation of quarterly portfolio review materials and present the status of the loan portfolios to senior management. The AM will also provide mentorship to other junior staff in the Credit Risk Management Department.

### **KEY RESPONSIBILITIES**

Work closely with the CCO in bringing thought leadership and best practices in portfolio risk assessment strategies and execution. Collaborate with cross-functional teams to assist with various loan monitoring, portfolio reporting and compliance tasks for both on- and off-balance sheet loans for the multifamily (MF) and single family (SF) loan portfolios. Responsibilities may include but are not limited to the following:

#### **Portfolio Risk Assessment:**

- Prepare quarterly, bi-annual and annual loan reviews for all loans.
- Collaborate with team members to request updated financials and project information from borrowers to conduct loan review analysis.
- Maintain excellent relationships with borrowers (affordable housing developers) and identify any funding gaps during loan reviews which can present financing opportunities for Housing Trust.
- Monitor various public sector funding sources (City, County, State) by attending regularly scheduled calls and funding awards announcements to assess the status of capital sources which are considered take-out financings for HT's early-stage loans.
- Conduct in-depth analysis of project sources and uses and cash flow projections, take out sources, development milestones as well as sponsor financials to determine repayment capacity, collateral protection, and assessment/confirmation of risk ratings.

- Attend construction progress calls. Review monthly construction progress reports prepared by 3<sup>rd</sup> party consultants and prepare monthly progress updates on all construction-to-permanent loans.

**Portfolio Reporting:**

- Collaborate with Finance department to get key loan level and portfolio performance indicator data from servicing system and assess/quality check the accuracy of information on monthly and quarterly basis.
- Take leadership in preparing quarterly portfolio performance information and provide quarterly portfolio reporting to key staff members.
- Collaborate with cross-functional teams in preparing reporting and compliance with the requirements of various public and private capital sources.

**Modifications and Extensions:**

- Take leadership role in monitoring upcoming maturities, negotiation and preparation of all loan extensions and modifications.
- Prepare loan extension and modification memos for approval from CCO and credit committee. Work with loan administration team to document and close all extensions and modifications.
- Perform site visits and meet with borrowers on an ongoing basis.

**Audit and Rating Agency Support and Compliance:**

- Provide all the necessary information on the individual loans and portfolio to Finance in response to Auditor requests.
- Respond to rating agency questions on specific loans and on portfolio level key performance indicators.
- Monitor compliance with AML procedures and other regulatory requirements.
- Assist CCO in monitoring compliance of the ERM framework.

**QUALIFICATIONS**

- At least 5 years of related work experience and an undergraduate degree in business, finance, real estate, urban planning, or related field is required.
- Proficiency in analyzing financial statements of non-profit and for-profit organizations.
- Knowledge of the closing process and loan documents utilized in real estate transactions.
- Experience with reviewing appraisals and real estate proformas, especially for multifamily rental housing.
- Experience with managing a portfolio of real estate-based loans for a financial institution or CDFI with an emphasis on multifamily rental housing preferred.
- Experience with underwriting multifamily rental housing loans is desired.
- Experience with loan workouts is preferred.
- Familiarity with federal, state, and local government funding sources for capital and operating needs of multifamily housing and special needs housing (e.g., LIHTC, HUD programs, etc.) desired.
- Experience managing a portfolio of multifamily assets for an affordable housing developer or public sector agency charged with funding affordable housing developments.
- Excellent written and verbal communication skills are required.
- Strong computer aptitude skills, including knowledge of CRM systems, loan servicing systems and Microsoft Office Suite Programs are essential.
- Strong analytical, time management and critical thinking skills.
- Ability to manage multiple tasks while exhibiting a strong attention to detail and a high level of accuracy.
- Ability to work effectively both independently and in a team environment.

## **COMPENSATION**

Housing Trust offers a competitive compensation package, including a bonus plan and benefits. This is an exempt, full-time position. The annual base salary range for this position is \$95,000 to \$147,000. 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).

### **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.