



JOB ANNOUNCEMENT

Loan Officer, Multifamily

DEPARTMENT NAME: Multifamily Lending

POSITION REPORTS TO: Director, Multi-Family

OFFICE LOCATION: San Jose, CA or Oakland, CA

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

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? 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. Reporting directly to the Director of Multifamily Lending, you'll contribute to the Housing Trust's success by originating and managing loans to housing developers who are creating affordable homes throughout the Bay Area. You will help implement the Housing Trust Loan Funds to create more homes to reduce homelessness, preserve and create multifamily housing in the greater Bay Area. Housing Trust Loan Funds are partnerships with cities, counties, banks, corporations, and community groups. This is an ideal opportunity for someone who is interested in a role requiring extensive financial analysis, research, and writing. Who will be successful in this role? Someone who works independently and thrives in a fast-paced environment. Someone who enjoys working on a variety of projects, taking ownership of coordinating and delivering results including an impact on the bottom line. Someone who is interested in learning about affordable housing and finance.

KEY RESPONSIBILITIES

Loan Underwriting

Underwriting predevelopment, acquisition and construction loans for up to 10 transactions / year:

- Collect the essential information needed to underwrite loans and processing loan application submissions;
- 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;

Loan Administration & Reporting

- Assist Loan Administration in handling of loan closings;
- Assist in managing relationships with loan servicing banks and external loan capital sources;
- Assist Finance on reporting to bank pool participants, government agencies, and other stakeholders.
- Assist Loan Administration in handling of portfolio management and reporting;



- Support the team in analyzing borrower financial statements for loan monitoring purposes;
- Assist in maintaining risk grading system and quarterly portfolio review.

Strategy & General Management

Work with Multifamily Lending team to:

- Set goals and execute strategies for deployment of multifamily loan pool;
- Assist in managing external relationships.

Marketing

Work with Multifamily Lending team to:

- Cultivate existing relationships with current and former borrowers;
- Work with Development to create and update marketing collateral.

QUALIFICATIONS

- Bachelor's degree in Economics, Urban Planning, Real Estate or related field or 2-4 years of related experience in commercial real estate lending or other experience with real estate or financial analysis. Relevant experience greater than 5 years may be substituted for Bachelor's degree.
- Demonstrated analytical and financial modeling skills
- Exceptional attention to detail and accuracy
- Experience with database software (particularly Salesforce-based), and expertise in Excel
- Proficiency in other standard office software - Outlook, MS Word, and PowerPoint
- Operate with the highest degree of integrity
- Effectively accumulate and present data, verbally and in written form

COMPENSATION

Housing Trust offers a competitive compensation package, including a bonus plan and benefits. This is an exempt, full-time position. Compensation for this position will be dependent upon experience. 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.