JOB ANNOUNCEMENT
Senior 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 that 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 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
Qualify and underwrite predevelopment, acquisition, and construction loans for up to 20 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;
  • Develop loan proposal, recommend to CLO, and present to loan committee;
Loan Administration & Reporting
  • Resource to Loan Administration to close loans;
  • Partner with capital raise team to provide insight on and enhance relationship with loan capital sources, in particular problem solving and identifying process improvements as needed;
• Ensure smooth cross-functional responsibility for reporting and compliance to bank pool participants, government agencies, and other stakeholders;
• Strengthen and maintain the risk grading system;
• Lead quarterly portfolio reviews.

**Strategy & General Management**
• Set goals and execute strategies for deployment of multifamily loan pool;
• Enhance and grow multifamily loan program by assisting in the design of new products or improving existing ones;
• Cultivate external relationships with all levels of local government;

**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;
• Continually monitor changing financing needs of affordable housing developers to inform product development process;
• Prepare presentations and develop communications for conferences, events, and company website;
• Represent Housing Trust as an industry thought leader at conferences, events and other meetings

**QUALIFICATIONS**
• Bachelor’s degree in Economics, Urban Planning, Real Estate or related field or 5+ years of related experience in commercial real estate lending or other experience with real estate or financial analysis. Relevant experience greater than 8 years may be substituted for Bachelor’s degree.
• Strong 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
• 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
• Experience with software systems Salesforce and Box
• Expertise in MS Office Word, Excel, and PowerPoint
• 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. 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.