



Loan Officer

Housing Assistance Council

1025 Vermont Avenue, Suite 606

Washington, DC 20005

www.ruralhome.org

HOUSING ASSISTANCE COUNCIL

The Housing Assistance Council (HAC) is a national nonprofit Community Development Financial Institution (CDFI) that strengthens communities across rural America through investment and assistance with affordable housing and community and economic development initiatives. Based in Washington, DC, HAC is actively involved in shaping federal policy and the affordable housing industry with its research, lending and conferences. We also deliver technical assistance, training and affordable loans at the local level to organizations that help rural communities prosper.

POSITION DESCRIPTION

The **Loan Officer** will represent HAC in its lending activities and originate new loan transactions. This includes a range of lending activities – underwriting single and multi-family projects, assist in the development of new loan products, and marketing HAC loan products. The Loan Officer reports directly to the Director of Lending and works closely with Loan Processors and Portfolio Managers who close and service loans.

The position comes with a competitive salary and generous benefits. It is an opportunity to work in a fun, mission-focused environment with an expanding team that bring vitality and prosperity to rural places.

DUTIES and RESPONSIBILITIES

- Contribute to loan production goals by identifying lending opportunities and originating new loans upon referral from the Training and Technical Assistance Team.
- Structure loan transactions in compliance with internal credit and program requirements.
- Prepare and negotiate loan proposals with borrowers and partners (term sheets and commitment letters).
- Manage the loan approval process from deal screening through due diligence to loan approval.
- Prepare and present Loan Summary recommendations and commitment modification reports for Chief Executive Officer and Loan Committee review.
- Assist in the loan closing process by working with the Portfolio Managers.
- Attend industry trade conferences and make presentations; foster and maintain key strategic relationships.
- Assist with the marketing and communication on closed transactions.
- Work closely with all Loan Fund staff to assure excellent customer service.
- Work with partners on loan participations.
- Monitor assigned closed loans and conduct site visits, as needed.

- Participate in strategic planning and innovation process.
- Keep abreast of industry standards, challenges, and changes influencing lending activities.
- Provide technical assistance and training to nonprofit organizations on housing finance, subsidy sources, risk mitigation and other housing industry-specific topics.
- Formulate and execute strategies for problem loans and at-risk projects.
- Perform other duties and tasks as assigned.

QUALIFICATIONS

Required

- Undergraduate degree in relevant field. Advance degree in business, finance or related field preferred.
- Minimum of five years' work experience in real estate finance.
- Experience with community development underwriting. Experience in affordable housing, including development processes for single- and multi-family housing, public financing sources, multi-layered deal structuring, and providing technical assistance to affordable housing developers/nonprofit organizations.
- Knowledge of Community Development Financial Institutions is a plus.
- Demonstrated experience in preparing and negotiating complex transactions and balancing the programmatic needs of community-based organizations with sound underwriting judgment and risk mitigation.
- Familiarity with federal, state, and local community development programs, particularly programs that finance affordable housing in rural communities, especially USDA Rural Development and Low Income Housing Tax Credits.
- Strong financial, analytical and communication skills.
- Candidates must have sufficient credit skills to conduct risk assessment and manage a portfolio.
- Excellent organizational skills and ability to prioritize and manage multiple tasks/projects and meet deadlines.
- Proficiency with Microsoft Office (particularly Word, Excel, and Power Point), Adobe Acrobat, and Salesforce.
- Ability and willingness to travel.

Preferred

- Knowledge of and experience with standard legal principles and procedures related to real estate transactions, property transfers, and collateral;
- Commitment to social justice issues
- Interest in rural, low-income housing.

COMPENSATION

The salary for this position is negotiable based on experience and qualifications. HAC offers an excellent benefits package including health coverage, flexible spending accounts, disability and life insurance, and 403(b) contributions.

EQUAL OPPORTUNITY EMPLOYMENT INFORMATION

HAC is an equal opportunity provider and employer. HAC does not discriminate in hiring or employment practices on the basis of race, color, ethnicity, gender, national origin, age, religion, sexual orientation, disability, marital or familial status, ancestry, or status as a veteran. HAC is committed to maintaining a multicultural work environment. Women and minorities are strongly encouraged to apply.

TO APPLY

Send a cover letter along with salary history/requirements and resume to:

jobs@ruralhome.org

or

LaVerne Lawrence

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