



The Housing Fund Development Loan Officer Nashville, Tennessee

The Housing Fund (THF) seeks an experienced, entrepreneurial lender to serve as its Development Loan Officer. Ideal candidates for this position will have a passion for housing and community development and should share THF's commitment to help create and maintain affordable and healthy places to live and work.

THF has a 20-year track record of financing affordable housing and neighborhood revitalization projects throughout Tennessee. THF fulfills its mission by providing lending to low and moderate income individuals for home ownership, and to for-profit and not-for-profit developers working to meet the housing and community development needs of low and moderate income individuals and their communities. THF is a not-for-profit Community Development Financial Institution (CDFI) located in Nashville. More information on THF may be found at www.thehousingfund.org.

The Organization

THF is a not-for-profit Community Development Financial Institution (CDFI) located in Nashville, TN that was created in 1996 as a part of a community wide visioning effort, Nashville's Agenda, that included affordable housing as one of its "21 goals for the 21st Century."

THF's mission has evolved over the years. Its original focus was exclusively on providing low to moderate income homebuyers with down payment assistance loans. Its current work includes helping homeowners attain their first home, financing residential developments that provide affordable housing opportunities, lending for non-residential projects that benefit low to moderate income communities and loans for artists' living and work space. Some of THF's greatest areas of community impact to date include:

- Loaned more than \$25 million to over 4,000 first-time homebuyers for down payment assistance;
- Loaned over \$51 million to non-profit and for-profit developers for the construction and development of over 1,500 units;
- Leveraged in excess of \$456 million in private financing for the activities above; and
- Responded to immediate community needs and opportunities, such as leading Nashville's flood recovery efforts for homeowners impacted by a 500-year event in 2010, and writing and coordinating the Nashville consortium application for a \$30 million Neighborhood Stabilization Program 2 (NSP2) Grant.

Position Summary

The Development Loan Officer carries the full range of responsibilities typically associated with such a position. Reporting to the President/CEO, the Development Loan Officer's responsibility is to help develop and originate The Housing Fund's lending activities in such a way that makes effective use of the agency's resources and creates a positive impact on the housing and community development needs of low and moderate income persons and neighborhoods.

Responsibilities

A. Essential Functions

Working under the direction of the President/CEO, and in partnership with the other members of the Housing Fund staff, the Lending Officer is the primary loan originator for the Housing Fund's loan programs. Specific responsibilities include:

- Leading efforts to originate, structure and close loans, both residential and community development;
- Actively markets THF loan products to a diverse array of potential borrowers, the community, and key organizations and agencies;
- Underwriting and analyzing loan applications in accordance with established policies;
- Presenting loans to the Board of Directors and its committees for approval;
- Working with closing attorneys and preparing required documents for closing;
- Coordinating disbursement and draw process as required;
- Working with portfolio management team to ensure that loans are booked appropriately and balanced monthly;
- Monitoring loans for compliance and accuracy of documents;
- Monitoring loan performance and working with borrowers to make corrective actions as required;
- Making recommendations for policies that affect loan portfolio performance and portfolio risk
- Relying on judgment to plan and accomplish goals using a certain degree of creativity and latitude;
- Working with the executive leadership team and the Board of Directors on program development and policy;
- Preparation of periodic reports as required;
- Participating in internal audits and analysis of lending activities;
- Maintaining records necessary for external audits and monitoring.

B. Software used

THF uses the Microsoft suite of programs and Loan Servicer 3D (or similar software). Advanced proficiency is required in Microsoft Excel and desired in Microsoft Word.

Qualifications

A. Education and Experience required:

- A college degree with four or more years of increasing responsibility working in the field of real estate lending or closely related fields, with credit analysis experience;
- Direct experience in loan origination, marketing and business development;
- Extensive knowledge of lending practices, regulations and guidelines.

B. Knowledge, Skills and Abilities required:

- Ability to translate and adapt past experience to current community development and affordable housing lending;
- Desire to provide internal and external leadership in the field of community development lending and interest in developing a personal alignment with the mission, goals and programs of THF;
- Understanding of federal community development programs and Community Development Financial Institutions is desirable;
- Strong management skills and organized approach to work;
- Strong analytic and math skills as applied to lending;
- Problem solving is an important aspect of the work, including innovative approaches where appropriate;
- Ability to perform job functions with limited supervision;
- Ability to manage multiple projects and priorities simultaneously and maintain momentum in each;
- Good oral and written communication skills;
- Customer service orientation with ability to use tact and courtesy when dealing with others.

Salary is competitive and commensurate with qualifications and experience. To apply, email cover letter, vitae/resume, and salary requirements to: careers@thehousingfund.org **Email applications are required..** No phone inquiries please.

Communications will be treated with confidence, and resumes will be accepted until the position is filled. However, the active application period is now through March 31, 2017. Resume reviews begin immediately.

THF is an equal opportunity employer