



## **Job Description: Vice President, Director of Consumer Lending**

**Announcement Date:** December 2, 2022

**Closing Date:** January 31, 2023

### **Organizational Background:**

The Housing Fund (THF) is a private, 501(c)(3) organization established to finance affordable housing and neighborhood revitalization projects throughout Middle Tennessee, including Montgomery County. Since its incorporation in 1996, THF has assisted over 3,600 first time homebuyers receive over \$25 million in down payment assistance loans, as well as providing more than \$45 million in financing to assist individuals and organizations purchase, rehabilitate, or construct homes for low- and moderate-income families. To put these numbers in perspective, THF has lent over \$70 million, which has leveraged over \$450 million in private financing for more than 1,650 units.

### **Position Summary:**

The Director of Consumer lending analyzes the effectiveness of the consumer lending programs operated by THF and develops methods to improve the effectiveness and efficiencies of those programs, including the development of new initiatives. The information and data obtained by the Director of Consumer Lending is used in the results-based accountability framework to establish outcome measures and to positively impact leading community indicators. This position is focused on managing lending programs and services to individuals, furthering the opportunity for homeownership. This role also manages compliance and quality control, including underwriting according to program policies. The Director of Consumer Lending is a member of the Leadership team.

### **Position Responsibilities and Duties:**

#### **A. Lending Programs**

1. Primary responsibility for development of new initiatives and implementation of THF's consumer lending programs and related policies
2. Management of all consumer lending programs, including Downpayment Assistance, Shared Equity, Community Land Trust, USDA, and Home Improvement
3. Development of strategies to meet established budget goals and execution of the established strategies
4. Conducts internal reviews for compliance with program policies and procedures to ensure that goals and program requirements are met
5. Back-up for loan origination and reporting
6. Staff lead for the Program Committee

## **B. Homebuyer Education**

1. Promote and Manage the Homebuyer Education program in the State of TN

## **C. Outreach and Resource Development –**

1. Makes public presentations and markets THF programs
2. Assists in obtaining financial resources for THF
3. Assists in the development and execution of the Strategic Plan

## **D. Supervision Exercised – Sr. Mortgage Advisors**

### **Availability:**

Full time, salaried

### **Job Requirements:**

Physical Requirements – Sedentary work is exerting up to 25 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push or pull, or otherwise move objects.

Physical Activity – Fingering is picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand or arm as in handling. Talking is expressing or exchanging ideas by means of the spoken word. Hearing is the ability to receive detailed information, through oral communication.

Visual Acuity – Work utilizes computer terminal and verification for accuracy of written material.

### **Qualifications:**

Bachelor's degree required and three to five years of experience in a nonprofit organization or related field or comparable combination of education and experience.

Experience in coordination and management of diverse projects.

Extensive knowledge of Origination, processing, and/or underwriting of residential mortgage transactions.

Demonstrated attention to detail and process development.

Ability to recognize common factors and trends.

Strong organizational, project, and time management skills.

Ability to meet established deadlines.

Demonstrate excellent verbal and written communication skills to multiple audiences.

Ability to make timely decisions and operate effectively under pressure.

Working knowledge of computers and experience in basic clerical skills and strong computer skills, especially Word and Excel; PowerPoint; exposure to database management, data querying and reporting.

Passionate motivation for improving lives.

**Working Conditions:**

The worker is not substantially exposed to adverse environmental conditions. Must be able to work under stressful situations and time constraints.

**Employment Classification:**

Full-Time; Professional Exemption; Salaried

**Job Relationships:**

Reports to: Chief Operating Officer; participate on Leadership Team