

## JOB DESCRIPTION

### **DEPUTY DIRECTOR LOAN PORTFOLIO MANAGER**

Status: Full-time

Supervisor: Chief Executive Officer

#### **ORGANIZATIONAL BACKGROUND:**

Housing Trust Fund Ventura County is a growing nonprofit with a mission to support more housing choices by generating and leveraging financial resources, and working in partnership with the public, private, and non-profit sectors throughout Ventura County. To accomplish its mission, HTFVC has created a *Revolving Loan Fund* to generate loans to developers producing affordable housing in Ventura County.

#### **The Position:**

The Deputy Director Loan Portfolio Manager is a new position (*hereinafter 'Deputy Director'*) that has the primary responsibility for managing the Housing Trust Fund's portfolio of existing loans, working with developers to secure a pipeline of future loans, underwriting and prepare information needed for reporting to investors, funders, and others. The Deputy Director will also underwrite, document, review, and close loans for affordable housing projects, as well as monitor loans for those projects through the development process. The Deputy Director will report to the Chief Executive Officer and work closely with other staff and partners (Executive Committee, Board of Directors, bookkeepers, banks, borrowers, etc.). **The Deputy Director must be able to commute to Ventura County multiple times a month to view developments and weekly when the Covid conditions open up again to attend in-person meetings.**

#### **Responsibilities: Loan Analysis & Underwriting, Documentation, and Closing:**

- Work closely with local developers (for-profit & non-profit).
- Work with applicants, title companies, escrow companies and others to obtain items needed to document and process loans.
- Analyze the feasibility of affordable housing projects and applicants' financial strength and ability to complete the proposed projects.
- Prepare credit memos, make recommendations, and present loan package to the Underwriting Committee, Executive Committee, and Board of Directors.
- Prepare commitment letters and advise borrowers on the requirements for closing loans.
- Collect and review due diligence items to prepare for loan closings.
- Prepare loan documents and instructions for escrow.
- Coordinate with borrowers, escrows, other lenders/funders, and others to confirm that conditions are met to close loans on schedule.
- Prepare authorizations to fund loans.
- Assemble loan files and collect post-closing documentation items.

**Loan and Portfolio Management:**

- Monitor projects through the development process including the review and approval of loan draws, site inspections and verifying progress.
- Maintain loan files and monitor loan covenants and compliance, including reporting and insurance requirements.
- Work with our bookkeepers and Office Administrator to ensure accurate loan servicing records.
- Follow up with borrowers who make late payments, including assisting with the work-outs if necessary.
- Manage upcoming loan maturities and loan payoffs – prepare payoff demands and coordinate with borrowers and escrow to receive payments or recommend changes in loan terms to management if necessary.

**Data Management & Reporting:**

- Prepare and maintain various spreadsheets and/or databases of loan characteristics, performance, and impacts.
- Prepare timely and accurate reports for the HTF board of directors, loan committee, investors, and funders. Include information for applications and funding requests.

**Other Duties:**

- Participate in corporate planning and management.
- Prepare funding applications and proposals.
- Write and/or consult with staff on program material, reports, articles, and press releases, etc.
- Provide technical assistance to borrowers.
- Manage special projects.
- Other duties as assigned.

**Minimum Characteristics and Qualifications:**

- Four-year college degree or certificate in business, finance, real estate, or a closely related field.
- Five years of responsible experience in commercial real estate and construction lending, including loan processing, underwriting, loan closing and/or portfolio management.
- Knowledge of affordable housing finance programs and the housing/community development process.
- Strong organizational skills with strict attention to detail.
- Excellent written and verbal communication skills.
- Ability to work independently and collaboratively.
- Proficiency working with MS Office applications and the Windows operating system.
- Ability to travel to visit borrowers and projects throughout the county and occasionally for meetings throughout the state or nation.

**Desired Characteristics and Qualifications:**

- Four-year college degree in business, finance, real estate, economics, community development, urban planning or a related field is preferred. (Work experience may substitute for some of the required education.).
- Five years of responsible experience in commercial real estate and construction lending, including loan processing, credit analysis and/or loan management. (Additional experience may substitute for education.).
- Experience working with federal, state, and local affordable housing programs and community development programs (e.g., LIHTC, CDFI Fund, Sec 8).
- Management experience with a nonprofit corporation.
- Proficiency with Microsoft Word, Excel, and Outlook.
- Excellent written and verbal communication skills. Ability to compose and present professional business letters and memorandums.
- Strong analytical and computational skills along with the ability to present information and recommend solutions.
- Strong organizational skills with strict attention to detail.
- Ability to work independently and collaboratively.
- Ability to learn quickly, meet deadlines, multi-task, and prioritize work.
- Affinity for social justice.
- Ability and willingness to travel occasionally to visit borrowers and projects within the county and to occasionally travel overnight for meetings and conferences.

**Employee Classifications:**

- This position will be full-time, exempt, and at-will.
- Flexible work hours and location.

**Benefits:**

- Paid Federal holidays, including 1 personal holiday, as per organizational policy.
- 15 vacation days per year; future adjustments per organizational policy.
- Health stipend toward individual benefits as per organizational policy.

**Specialized Knowledge/Beneficial Skills and Experience:**

- An openness to learning new skills and systems, with an entrepreneurial work ethic.
- Demonstrated commitment to the nonprofit community.
- Flexibility, creativity, and patience, with imagination, enthusiasm, and a sense of humor.

Under the supervision of the Chief Executive Officer the Deputy Director Loan Portfolio Manager performs.

Housing Trust Fund Ventura County is an equal opportunity employer.

Final: August 27, 2021