



Loan Fund Administrator

Position Description

ORGANIZATIONAL BACKGROUND

The National Housing Trust is a strong national nonprofit engaged in affordable housing advocacy, lending, real estate development and energy solutions. Our mission is to preserve and improve affordable multifamily homes to support quality, healthy neighborhoods with a range of housing options so that families of all income levels have an opportunity to thrive.

NHT is an award-winning nonprofit with a focused agenda. The ideal applicant thrives in a fast-paced environment, working with dedicated and entrepreneurial colleagues. NHT has a staff of 30 across its four business lines – public policy, lending (NHT Community Development Fund and Institute for Community Economics), real estate development (NHT Communities) and energy solutions (NHT Renewable).

Through its two lending affiliates, the National Housing Trust Community Development Fund (NHTCDF) and the Institute for Community Economics (ICE), NHT provides access to flexible financing to meet the needs of mission driven affordable housing developers who are preserving and improving affordable homes or creating permanently affordable housing opportunities through community land trusts and shared equity housing.

POSITION

The Loan Fund Administrator works closely with the Lending Team to help manage a diverse base of borrowers and investors by consolidating the back-end processes of NHTCDF and ICE.

RESPONSIBILITIES

Administration and servicing of loan funds:

- Collect and maintain loan files;
- Maintain loan management and servicing database software systems;
- Manage disbursements, outgoing payments, borrower invoicing and receipt of loan payments;
- Help collect lending data and assist with various lending reports;
- Provide backup packages to NHT's Finance Team for lending related transactions;

Investor administration:

- Collect and maintain all investor accounts and transaction records;
- Administer investor interest payments, maturities, renewals and other communications;
- Assist with reporting packages for institutional investors;
- Provide backup packages to NHT's Finance Team for investor related transactions;
- Coordinate annual state registrations of ICE's Prospectus-based note;



DOES THIS SOUND LIKE YOU?

- Commitment to NHT's mission, including a deep dedication to assisting low income families create and access opportunities to thrive;
- Strong quantitative skills;
- A demonstrated aptitude for learning software systems and carrying out data entry;
- Demonstrated capacity to engage in a team-structured organization;
- Ongoing skill development and comfort with system change;
- Ability to act professionally at all times and safeguard customer confidentiality;
- Strong computer aptitude skills, including knowledge of Microsoft Office Suite Programs (with a focus on Excel);
- Detail-oriented, entrepreneurial self-starter who relishes multitasking;
- Excellent interpersonal, organizational and communications skills, including both verbal and written skills;
- Excellent planning and organization skills;
- Ability to integrate thoroughness and attention to detail with a big picture, strategic vision.
- Resourcefulness, with the ability to deliver results in an entrepreneurial, dynamic environment;
- Experience working with diverse and low-income populations;
- Collaborative spirit and positive attitude (a good sense of humor is a plus);
- Bachelor's degree required.

COMPENSATION

The annual salary for this position is \$55,000. NHT provides a comprehensive benefits package.

JOIN US

Submit resume and cover letter to hr@nhtinc.org. Please write "Loan Fund Administrator Application" in the subject line of the email. No phone calls.

NHT is an equal opportunity employer.