



# Loan Officer

## *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).

Made up of the National Housing Trust Community Development Fund (NHTCDF) and the Institute for Community Economics (ICE), NHT Lending is committed to providing access to flexible financing for the preservation and creation of affordable housing around the country.

### POSITION

This is an exciting opportunity for an entrepreneurial professional to oversee the analysis and underwriting processes of loans and build new lending relationships. The Loan Officer will also work with the Director of Lending to raise lending capital from mission-oriented investors.

NHT offers a full array of loan products in the Washington metropolitan region to support the production and preservation of affordable housing where we work and live. It is expected the Loan Officer's primary focus will be on deployment in the DC, MD and VA region as we deploy several sources of targeted capital including a recent Capital Magnet Fund award.

The Loan officer will also support our national work as we offer affordable housing loan products for predevelopment and bridge financing needs, community land trust acquisitions, energy efficiency and renewable energy and other opportunities where mission focused owners and developers could not achieve their goals without our creative, flexible and patient capital.



## **RESPONSIBILITIES**

In accordance with the Loan Policies and Procedures the Loan Officer will evaluate the credit worthiness and capabilities of the borrower /guarantor and/or the real estate collateral securing the proposed loan. Analysis will include, but not be limited to, performing financial analyses, third party review assessments, site visits, and evaluating feasibility and likelihood of repayment sources.

The Loan Officer will also work on the closing and the asset management of loans in cooperation with the Loan Fund Administrator and the Director of Lending. Finally, this position will help to increase the visibility of NHT's CDFI Loan Funds through marketing, business development and product development, and will be expected to build new lending relationships and work with the Director of Lending to raise lending capital from mission-oriented investors.

### **Loan Underwriting & Originations**

- Produce financial analysis of both for- and non-profit sponsors and/or borrowers.
- Conduct thorough due diligence, review and evaluate various aspects of loan underwriting such as appraisal reviews, construction cost reviews, property condition reports, environmental reports, and site inspections.
- Oversee the loan closing process by reviewing loan documents and/or due diligence items required to close loans.


### **Marketing and Fundraising**

- Respond to requests for information from current and prospective institutional investors
- Work on capital funding applications from Public and Private sources
- Build relationships with potential borrowers and funders (some travel will be required)

## **DOES THIS SOUND LIKE YOU?**

This is an extraordinary opportunity for a committed leader with at least 5 years of experience in real estate-based or business lending, including credit analysis, and at least 3 years of experience working in affordable housing finance. Candidates will ideally have experience working at a CDFI. Other qualifications include:

- Commitment to NHT's mission, including a deep dedication to assisting low income families create and access opportunities to thrive;
- Proficiency in analyzing financials of nonprofit and for-profit organizations and real estate operations;
- Experience with reviewing due diligence items required to close real estate transactions including but not limited to appraisals, environmental, and construction cost review reports;
- Knowledge of the closing process and loan documents utilized in real estate transactions;
- Familiarity with federal, state, and local government funding sources for capital and operating needs of affordable housing;
- Experience working with both private sector financial institutions and public agencies;
- Ability to travel;
- Strong computer aptitude skills, including knowledge of Microsoft Office Suite Programs are essential;
- Detail-oriented, entrepreneurial self-starter who relishes multitasking;
- Excellent interpersonal, organizational and communications skills, including both verbal and written skills;

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- Excellent planning and organization skills;
  - Ability to integrate thoroughness and attention to details 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 in relevant field (e.g. business, finance, real estate, urban planning) required. A graduate degree is preferred.

## **COMPENSATION**

Salary and benefits are competitive and commensurate with experience. Salary Range \$80K-\$100K

## **JOIN US**

Submit resume and cover letter to [hr@nhtinc.org](mailto:hr@nhtinc.org). Please write "Loan Officer Application" in the subject line of the email. No phone calls.

NHT is an equal opportunity employer.