



Loan Officer

Housing Assistance Council

1025 Vermont Avenue, Suite 606

Washington, DC 20005

www.ruralhome.org

HOUSING ASSISTANCE COUNCIL

The Housing Assistance Council (HAC) is a national nonprofit Community Development Financial Institution (CDFI) that strengthens communities across rural America through investment and assistance with affordable housing and community and economic development initiatives. Based in Washington, DC, HAC is actively involved in shaping federal policy and the affordable housing industry with its research, lending and conferences. We also deliver technical assistance, training and affordable loans at the local level to organizations that help rural communities prosper.

POSITION DESCRIPTION

The Loan Officer represents HAC in its lending activities — to include loan underwriting, marketing, and research and product development — and originates new loan transactions in the Loan Fund Division. The Loan Officer makes recommendations for approval of loans and presents the recommendations both in writing and orally. The Loan Officer works closely with Loan Processors and Portfolio Managers who close and service loans.

The position comes with a competitive salary, generous benefits and the opportunity to work in a fun and mission-focused environment. The position is based in HAC's Washington, DC headquarters.

PRIMARY RESPONSIBILITIES

- Contribute to loan production goals by identifying lending opportunities and originating new loans.
- Structure loan transactions in compliance with internal credit and program requirements.
- Prepare and negotiate loan proposals with borrowers and partners (term sheets and commitment letters).
- Underwrite and review loan applications, and review criteria and guidelines to ensure that loan applications are underwritten in accordance with established HAC loan fund policies and procedures. With review from Senior Loan Officer, recommend loans for approval to the Chief Executive Officer or Loan Committee with suggested risk ratings and loan loss reserves.
- Manage the loan approval process from deal screening through due diligence to loan approval.
- Prepare and present loan summary recommendations and commitment modification reports for Chief Executive Officer and Loan Committee review.
- Assist in the loan closing process by working with the Portfolio Managers.
- Attend industry trade conferences and make presentations; and foster and maintain key strategic relationships.
- Assist with the marketing and communication on closed transactions.
- Work closely with all Loan Fund staff to assure excellent customer service.
- Work with partners on loan participations.

- Monitor assigned closed loans and conduct site visits, as needed.
- Participate in strategic planning and innovation process.
- Keep abreast of industry standards, challenges, and changes influencing lending activities.
- Provide technical assistance and training to nonprofit organizations on housing finance, subsidy sources, risk mitigation, and other housing industry-specific topics.
- Formulate and execute strategies for problem loans and at-risk projects.

OTHER DUTIES:

- From time to time have an opportunity or be required to work on miscellaneous projects and initiatives related to either the lending functions or across the organization as needed.

QUALIFICATIONS

Required

- Bachelor's degree in relevant field preferred
- Minimum of 3 years' work experience in real estate finance or real estate development
- Experience with community development underwriting
- Experience in affordable housing, including development processes for single- and multi-family housing, public financing sources, multi-layered deal structuring, and providing technical assistance to affordable housing developers/nonprofit organizations
- Knowledge of Community Development Financial Institutions
- Demonstrated experience in preparing and negotiating complex transactions and balancing the programmatic needs of community-based organizations with sound underwriting judgment and risk mitigation
- Familiarity with federal, state, and local community development programs, particularly programs that finance affordable housing in rural communities, especially USDA Rural Development and Low-Income Housing Tax Credits
- Strong financial, analytical, and communication skills.
- Sufficient credit skills to conduct risk assessment and manage a portfolio
- Excellent organizational skills and ability to prioritize and manage multiple tasks/projects and meet deadlines
- Proficiency with Microsoft Office (particularly Word, Excel, and Power Point); Adobe Acrobat; and -Microsoft Dynamics 365 (or other CRM)
- Entrepreneurial spirit
- Superior analytic and problem-solving skills.

Preferred

- Advanced degree in business, finance or related field
- Knowledge of and experience with standard legal principles and procedures related to real estate transactions, property transfers, and collateral
- Commitment to social justice issues
- Interest in rural, low-income housing.

EQUAL OPPORTUNITY EMPLOYMENT INFORMATION

HAC is an equal opportunity provider and employer. HAC does not discriminate in hiring or employment practices on the basis of race, color, ethnicity, gender, national origin, age, religion, sexual orientation, disability, marital or familial status, ancestry, or status as a veteran. HAC is committed to maintaining a multicultural work environment. Women and minorities are strongly encouraged to apply.

TO APPLY

Please email a resume and brief cover letter to jobs@ruralhome.org with "Loan Officer" in the subject line. Applications considered as received, with interviews starting immediately.

Position Title	Loan Officer
Reports to	Sr. Loan Officer
Business Unit	Loan Fund
Location	Washington, DC
FLSA Status	Exempt
Employment Status	Full-time
Supervisory Responsibility	None
Telecommuter Status	Position is eligible for telecommuting.