



Senior Portfolio Manager

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 Senior Portfolio Manager provides leadership and oversight to a team that performs a range of lending activities -- closing, disbursement, monitoring, servicing and asset management of single-family and multifamily housing development loans -- in the Housing Assistance Council's (HAC's) Loan Fund Division. The Senior Portfolio Manager develops, organizes, coordinates, recommends, and implements systems to ensure that appropriate due diligence is undertaken throughout the lending process. He/she also performs a variety of tasks directly including, but not limited to, loan portfolio and risk management and analysis, preparing lender/investor covenant compliance reports, conceptualizing lending policies and procedures, and providing technical assistance and training to borrowers. Under the direction of the Director of Lending, the Senior Portfolio Manager works collaboratively with the lending business development and underwriting staff, other HAC divisions, Management Team, and HAC's Loan Committee.

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

- **LEADERSHIP:** Manage three staff members – a Portfolio Manager, a Self-Help Homeownership Opportunity Program (SHOP) Manager, and a Loan Processor. Provide departmental leadership, assign distribution of work; coordinate staff professional development and training opportunities, conduct annual staff performance evaluations.
- **CUSTOMER SERVICE:** Maintain a positive and professional relationship with borrowers and partners (e.g., third-party lenders, attorneys and other external parties) by responding promptly to any and all requests in a responsive, consistent, accurate manner.
- **QUALITY ASSURANCE:** Conduct quality assurance reviews of loan closing and disbursement packages, lien/mortgage releases, subordination documents, transaction reporting.

- **LOAN MONITORING:** Coordinate ongoing reviews and asset management of portfolio of housing loans. Prepare portfolio reviews for assigned loans on a regular schedule to review overall asset quality, including performance against original underwriting expectations. Coordinate and conduct regular onsite reviews. Site visits require domestic travel and overnight stays.
- **LOAN MODIFICATIONS/RESTRUCTURING/FORECLOSURES:** Conduct analyses and make recommendations for loan extensions, modifications, and restructuring, including for non-performing loans. Make recommendations for loan write-offs and foreclosures. Follow through foreclosures and lead the property disposition process.
- **POLICIES AND PROCEDURES:** Work closely with Director of Lending and Senior Loan Officer to regularly evaluate efficacy of policies and procedures. Lead process to make needed changes and updates related to the portfolio management and lending functions.
- **COMMUNICATIONS:** Communicate orally and make presentations to HAC's Loan Committee and/or Board of Directors related to asset management responsibilities.
- **TRAINING & TECHNICAL ASSISTANCE:** Deliver technical assistance and training to local nonprofit organizations.
- **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. Advanced degree in real estate, business, finance or related field preferred.
- Minimum of five years' work experience in loan asset management, servicing, and monitoring single- and multifamily real estate loans.
- Minimum two years of management and supervisory experience.
- Comprehensive knowledge of standard principles and legal procedures related to real estate transactions, property transfers, collateral, and risk/loss mitigation.
- Understanding of financial transactions, financial statements and audits.
- Significant experience in and knowledge of affordable housing development processes and public and private financing sources for single-family and multifamily housing.
- Demonstrated track record of loan credit risk analysis and restructuring and workout expertise and experience.
- Strong computer skills and use loan servicing software/database and in-depth knowledge of Excel.
- Team oriented with strong work ethic and solid time management skills.
- Strong oral and written communication skills, with the ability to effectively negotiate and work with various parties (e.g., HAC staff, borrowers, lenders).
- Excellent organizational skills, strong attention to detail, and ability to prioritize and manage multiple tasks/projects and meet deadlines.
- Superior analytic and problem-solving skills.

Preferred

- Experience in rural housing development finance.
- Commitment to social justice issues and 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 “Senior Portfolio Manager” in the subject line. Applications considered as received, with interviews starting immediately.