



Portfolio Manager, Self-Help Housing

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 Portfolio Manager, Self-Help Housing, is responsible for the overall asset management, monitoring and reporting for an assigned portfolio of primarily self-help housing loans made to entities engaged in affordable housing activities in rural communities throughout the United States. HAC self-help housing loan portfolio includes loans made through HUD's Self-Help Homeownership Opportunity Program (SHOP) HAC's Homeownership Loan Program (HLP), and HAC's Rural Housing Loan Fund (RHLF). The SHOP program is an annual competitive grant funded by the U.S. Department of Housing and Urban Development (HUD). The HLP program provides loans for self-help homeownership activities using SHOP earnings. RHLF is a flexible loan fund that can also be used to fund loans to developers building self-housing housing. This individual will work directly with local non-profits building affordable homes. He/she will provide ongoing monitoring, reporting, and compliance activities; communication with HUD; communication with borrowers; development of and delivering workshops and trainings; coordinating and leading regular peer-to-peer exchanges among self-help housing borrowers; and developing informational materials.

PRIMARY RESPONSIBILITIES

- Develop, organize, coordinate, recommend, and implement systems to ensure Self-Help Homeownership Opportunity Program (SHOP) and HAC's Homeownership Loan Program (HLP) program compliance.
- Conduct all SHOP grant management and compliance activities.
- Coordinate, research, and prepare HAC's annual SHOP reports.
- Develop the content for and format of the annual SHOP affiliate application with assistance from the Senior Loan Officer.
- Assist the Senior Loan Officer with annual SHOP affiliate underwriting and affiliate selection.
- Present new loan, modification, and extension recommendations to the Loan Committee.
- Analyze self-help housing borrowers' quarterly loan status reports and performance reports. Identify and report on loans showing early problems. Make recommendations for addressing the identified issues.
- Coordinate with borrowers to address the concerns before they become troubled assets

- Prepare SHOP loan activity reports and other reports, as requested; and complete SHOP financial and program closeout process for both HAC and its affiliates
- Prepare SHOP draw requests and review requests for SHOP administrative funds from HUD.
- Coordinate and participate in SHOP and HLP loan monitoring/site visits, review site visit reports prepared by other Loan Fund staff, and issue results/findings letter.
- Provide technical assistance and training to local nonprofit organizations.
- Foster a positive, active and collaborative relationship with borrowers, associated agencies and other internal departments.
- Continuously evaluate programs, processes, and procedures for enhancements and operational efficiencies to meet the demand for borrower needs.
- Support impact measurement efforts in coordination with borrowers.
- Perform regular quality control checks of all assigned loan files to ensure completeness and compliance prior to, during, and after the closing and funding of the loan.
- Assist management on loan department reports and projects.
- Provide administrative support to loan fund team as required.
- Work both independently and collaboratively through projects and day to day functions.
- Coordinate peer exchange meetings with borrowers; prepare agendas; take notes; summarize take-aways and recommend next steps.
- Maintain a broad-based working knowledge of USDA and HUD self-help housing and other affordable housing programs.

QUALIFICATIONS

- College degree preferred
- 2+ year of community work or community centered activities in an area related to the duties described above.
- Essential to be a good project manager.
- Basic knowledge of USDA and HUD programs compliance and basic knowledge of affordable housing programs and policies
- Preferred basic knowledge of Self-Help Homeownership Opportunity Program (SHOP) or other self-help housing programs.
- A strong desire to learn, including the ability to analyze complex policy issues and remain current in a changing regulatory environment.
- Self-directed and well-organized with a demonstrated ability to handle multiple projects simultaneously.
- Advanced Excel and Word knowledge needed.
- Excellent verbal and written communication skills.
- Strong organization and time-management skills.
- Detail orientation.

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.

HAC IS AN EQUAL OPPORTUNITY EMPLOYER AND LENDER

TO APPLY

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

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