



# Portfolio Management Intern

Housing Assistance Council

1025 Vermont Avenue, Suite 606

Washington, DC 20005

[www.ruralhome.org](http://www.ruralhome.org)

## ABOUT THE ORGANIZATION

Founded in 1971, the Housing Assistance Council (HAC) is a national nonprofit and a certified community development financial institution dedicated to helping local rural organizations build affordable homes by providing below-market financing, technical assistance, training, research, and information services. HAC's mission is to improve housing conditions for the rural poor, with an emphasis on the poorest of the poor in the most rural places, particularly regions and populations with high needs: Native American communities, the Mississippi Delta, farmworkers, the southwest border colonias, and Appalachia.

## POSITION SUMMARY

The Portfolio Management Intern is part of HAC's lending team and will gain valuable work experience participating in projects that contribute to the success of the mission of our organization, while reporting to the Portfolio Manager – Self-Help Housing. The intern will have the opportunity to participate in the Fannie Mae Future Housing Leaders program throughout the summer.

## PRIMARY RESPONSIBILITIES

Primary responsibilities for this position include, but not limited to:

- Assist loan closing department with collecting and reviewing due diligence materials submitted for closing and disbursements.
- Input data from borrowers' construction project progress reports and assist in analysis.
- Collect and compare statistical housing data to be included in borrower assessments.
- Under general supervision, assist in research, and preparation HAC's annual SHOP reports.
- Under general supervision, assist with asset management activities for a portfolio of Structured product loans.
- Assist in analyzing 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.
- Prepares and update various spreadsheets and lending reports.
- Performs other duties and responsibilities as assigned.
- Prioritize workload, handle multiple tasks, and meet deadlines.

## QUALIFICATIONS

Certain education, knowledge, skills, and abilities for this position is required.

### Required

- Enrolled in a bachelor's program in Real Estates, Business, Economics, Accounting, Finance, or related area of study.
- Knowledge and familiarity with Excel as well as basic financial statements and terms are essential.

- Effective communication skills
- Ability to work a minimum of 32 hours per week.
- Strong quantitative and qualitative analytical skills.
- Unwavering attention to detail and ownership of work.
- Ability to manage multiple tasks effectively and efficiently under moderate supervision.
- Ability to work independently or in team environment as required. Commitment to HAC's mission.
- Comfortable working in a small-office environment.

## **COMPENSATION**

The position will be approximately up to 37.50 hours per week, with a stipend of \$15-18 per hour commensurate with experience/responsibilities. Internship will run from the end of May through August 2023.

## **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](mailto:jobs@ruralhome.org) "Portfolio Management Intern" in the subject line. Applications considered as received, with interviews starting immediately.

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| <b>Position Title:</b>             | Portfolio Management Intern            |
| <b>Reports to:</b>                 | Portfolio Manager – Self-Help Housing  |
| <b>Business Unit:</b>              | Loan Fund Division                     |
| <b>Location:</b>                   | Remote                                 |
| <b>Employment/FLSA Status:</b>     | Full-Time, Non-Exempt                  |
| <b>Supervisory Responsibility:</b> | No                                     |
| <b>Telecommuter Status:</b>        | Position is eligible for telecommuting |