



Housing Assistance Council



Portfolio Management Associate

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 Manager is responsible for all aspects of loan closing and loan disbursements for an assigned portfolio of loans made to entities engaged in affordable housing activities in rural communities throughout the United States.

PRIMARY RESPONSIBILITIES

- Collect, review, and process due diligence documentation and ensure compliance with loan closing and funding conditions.
- Assist in preparing and reviewing loan closing documents (e.g., loan agreement, promissory note, deed of trust) and disbursement packages.
- 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.
- Review all closing conditions are satisfied and executed accordingly.
- Coordinate any post-closing items as applicable.
- Assist with entering loan information into loan servicing systems.
- Assist with tracking all loan modifications, making sure any Amendments needed are completed timely, and commitment extension notifications.
- Assist management on loan department reports and projects.
- Provide administrative support to loan fund team as required.
- Go into the office twice a week to review and organize mail for loan fund team.
- Create loan folder for newly closed loans, organize loan documents, confirm loan documents are scanned and in electronic files.
- Work both independently and collaboratively through projects and day to day functions.



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HAC IS AN EQUAL OPPORTUNITY
EMPLOYER AND LENDER

QUALIFICATIONS

- College degree preferred
- 1+ year Housing, Real Estate or Banking related experience preferred
- Advanced Excel and Word knowledge needed
- Excellent verbal and written communication skills
- Strong organization and time-management skills
- Commitment to Customer Service
- 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.

TO APPLY

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

Position Title	Portfolio Management Associate
Reports to	Sr. Portfolio Manager
Business Unit	Loan Fund Department
Location	Remote
FLSA Status	Exempt
Employment Status	Full-Time
Supervisory Responsibility	None
Telecommuter Status	Position is eligible to work from home up to 3 days per week.

