



# Housing Assistance Council



## Senior Loan Officer

### 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 Senior Loan Officer provides oversight and supervision to a team that performs a series of lending activities, including loan structuring, underwriting, marketing, and research and product development in HAC's Loan Fund Department. This individual develops, organizes, coordinates, recommends, and implements systems to ensure that appropriate loan underwriting due diligence is completed.

### PRIMARY RESPONSIBILITIES

- Manage Loan Officers to include monitoring business development activities, assigning loans for underwriting, coordinating staff professional development and training opportunities, and conducting annual staff performance evaluations.
- Conceptualize lending policies and procedures. Develop, organize, coordinate, recommend, and implement systems to ensure that appropriate due diligence is completed.
- Together with the Director of Lending, set annual loan production goals.
- Develop marketing plans, including developing collateral materials, identifying speaking opportunities, and other outreach strategies. Implement the marketing plans.
- Structure loans appropriate for borrower needs, according to HAC guidelines. 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. Recommend loans for approval to the Director of Lending, Chief Executive Officer, or Loan Committee with suggested



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- risk ratings and loan loss reserves.
- Review underwriting memos and recommendations made by Loan Officers prior to submission for approval.
- Oversee and coordinate the Self-Help Homeownership Program (SHOP) underwriting process.
- Coordinate with Senior Portfolio Manager and Portfolio Management team throughout the loan closing process.
- Coordinate with Senior Asset Manager and Asset Management team throughout the life of the loan, assisting with loan modifications, as needed.
- Assist with loan capital raising and in the preparation of funding applications (e.g., SHOP, CDFI, USDA, private investors).
- Communicate with loan fund staff and borrowers regarding loan financial performance, project and organizational status, and workout strategies; and prepare/review loan commitment modifications, reductions, and cancellations.
- From time to time, work on miscellaneous projects and initiatives related to either the lending functions or across the organization as needed.

## **QUALIFICATIONS**

- Bachelor's degree and at least 5 years of related work experience with a financial institution or community development lending entity.
- Significant experience in and/or knowledge of affordable housing development processes, with emphasis on loan underwriting, deal structuring, project feasibility, and analysis of real estate loans for single- and multi-family housing, rehabilitation, and preservation.
- Experience in rural housing programs preferred.
- Comprehensive knowledge and experience with standard principles related to real estate transactions, property transfers, appraisals, and collateral/security.
- Commitment to HAC's mission: commitment to social justice issues and interest in rural, low-income housing.
- Management and supervisory experience.
- Superior organizational skills and ability to prioritize and manage multiple tasks/projects and meet deadlines.
- Detail-oriented.
- Proficient in the use of computers and standard business software (e.g., Microsoft Office), ideally with experience with loan tracking databases and systems.
- Ability to effectively communicate, verbally and in writing, with a range of constituents (i.e., potential and existing borrowers, federal agencies, HAC's Loan Committee).
- Superior analytical and problem-solving skills.
- Demonstrated ability to protect and maintain confidentiality of information



## 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) with “Senior Loan Officer” in the subject line. Applications are considered as received, with interviews starting immediately.

<b>Position Title</b>	Senior Loan Officer
<b>Reports to</b>	Director of Lending
<b>Business Unit</b>	Loan Fund Department
<b>Location</b>	Remote
<b>FLSA Status</b>	Exempt
<b>Employment Status</b>	Full-Time
<b>Supervisory Responsibility</b>	None
<b>Telecommuter Status</b>	Position is eligible to work from home full-time. Requires travel for business development, underwriting site visits, and in-person HAC staff meetings.

