



Job Description: Loan Administrator

The San Luis Obispo County Housing Trust Fund (HTF) is a small 501(c)(3) corporation and certified Community Development Financial Institution (CDFI). We that provide financing and technical assistance for affordable housing projects in San Luis Obispo County, California. Please visit our website to learn more about us: www.slochtf.org.

To be considered for this position, please send a cover letter, resume, salary history and your salary requirements to hr@slochtf.org. If you would prefer to work less than full time, please let us know how many hours you would prefer to work. We will consider between 20 and 40 hours per week. **No phone calls, please.** Open until filled.

Position Summary: The Loan Administrator has the primary responsibility for managing both the Housing Trust Fund's portfolio of existing loans and the information needed for reporting. He or she is also responsible for reviewing, underwriting and closing new loans for affordable housing projects. The Loan Administrator reports to the Executive Director and works closely with other staff and partners (loan committee members, bookkeepers, banks, borrowers, etc.).

Responsibilities: **Loan Reviewing, Underwriting and Closing:**

- Analyze the feasibility of affordable housing projects and applicants' financial strength and ability to complete the proposed projects; prepare written loan presentations for loan approval.
- Prepare commitment letters and advise borrowers on the requirements for closing loans.
- Collect and review due diligence items to prepare for loan closings.
- Coordinate with borrowers, escrows, other lenders/funders and others to confirm that conditions are met to close loans.
- Prepare loan documents and instructions for escrow.
- Prepare authorizations to fund loans.
- Assemble loan files and collect post-closing items.

Loan and Portfolio Management:

- Monitor projects through the development process including review and approval of draw requests, site inspections and verifying progress.
- Maintain loan files and monitor loan covenants and compliance, including reporting and insurance requirements.
- Work with our bookkeepers to ensure accurate loan servicing records.
- Manage upcoming loan maturities and loan payoffs – prepare payoff demands and coordinate with borrowers and escrow to receive payments or recommend changes in loan terms to management if necessary.

Data Management & Reporting:

- Prepare and maintain various spreadsheets and/or databases of loan characteristics, performance and impacts.
- Prepare timely and accurate reports for the HTF board of directors, loan committee, investors and funders.

Job Description: Loan Administrator (continued)

Other:

- Assist with the preparation of funding applications and proposals.
- Provide technical assistance to borrowers on financing structuring.
- Occasional out of state travel to conferences and meetings.
- Other duties as assigned.

Minimum Qualifications:

- Five years of responsible experience in **commercial real estate and construction lending**, including loan processing, loan closing and/or portfolio management.
- Knowledge of affordable housing finance programs and the housing development process.
- Strong organizational skills with strict attention to detail.
- Excellent written and verbal communication skills.
- Ability to work independently and collaboratively.
- Proficiency working with MS Office applications and the Windows operating system.
- Ability to travel regularly to visit borrowers and projects throughout the county and occasionally for meetings throughout the state or nation.

Desired Characteristics:

- A four year college degree in business, finance, real estate, economics, community development, urban planning or a related field.
- Experience working with government housing and community development programs (e.g., LIHTC, HOME, CDBG).
- Management experience with a nonprofit corporation.

Employee Classifications: Full or part-time employee (20 to 40 hours per week). At will employee. Exempt employee.

Benefits:*

- 11 holidays per year, including 1 personal holiday
- 10 vacation days per year
- 12 sick leave days per year
- Health benefits

*Note: These benefits are based on an employee who works 40 hours per week. They are prorated for employees who work fewer hours per week. For example, an employee who works 30 hours per week will receive three-quarters (75%) of the full-time benefits.

The HTF is an Equal Opportunity Employer (EEO). All candidates for employment will be considered without regard to race, color, religion, sex, gender identity, sexual orientation, national origin, physical or mental disability, veteran status, or any other basis protected by applicable federal, state or local law.