



SAN FRANCISCO  
housing accelerator fund

**San Francisco Housing Accelerator Fund**  
**Position: Lending & Pipeline Analyst/Associate**

**Background**

The San Francisco Affordable Housing Accelerator Fund (SFHAF) is an innovative nonprofit lender and Community Development Financial Institution (CDFI) that leverages private capital to help the city of San Francisco prevent displacement of low-income and working families. SFHAF is a public-private partnership and was established in 2017 by the San Francisco Mayor's Office of Housing and Community Development in collaboration with private funders (led by Citibank, Dignity Health, and The San Francisco Foundation) and community-based developers.

SFHAF has raised over \$100 million in capital and deployed and committed over \$85M to help nonprofits acquire buildings and convert them to permanently affordable housing in San Francisco. SFHAF also manages a philanthropic fund on behalf of Tipping Point Community to fund a prototype of more cost-effective supportive housing for the chronically homeless.

**The Role**

The Associate/Analyst role would report to SFHAF's CFO and the Senior Vice President of Lending & Capital, and would closely work with the Executive Director, Portfolio & Program Analyst, and SFHAF's third-party underwriting consultants, financial advisors, accounting team, and construction manager. Title and specific responsibilities will be determined based on an individual's background and experience.

**Responsibilities**

- Lending Operations (60%):
  - Due Diligence & Underwriting: Under oversight of the Executive Director and the SVP - Lending & Capital, this person will be the project manager of new loans being underwritten by the Fund, including:
    - Collecting due diligence from borrowers
    - Assess project and borrower loan requests
    - Reviewing building reports and pro formas for affordable housing projects
    - Evaluating the risks and developing mitigation strategies for funding requests
    - Preparing materials for SFHAF's Credit Committee to obtain credit approval
  - Closings: Under direction from the SVP - L&C and SFHAF's legal counsel, manage SFHAF's closing checklist to execute transactions after credit approval, including:
    - Managing SFHAF's Conditions to Closing and ensuring borrowers meet these requirements prior to closing;

- Being the primary point of contact for the borrower, Title company, and all counsel to ensure issues are resolved and addressed prior to closing
    - Liaising with SFHAF's funders to coordinate capital deployment for funding loans
  - Credit Processes: Support the Executive Director and the SVP - Lending & Capital in evaluating SFHAF's credit policies, operational processes, and determining adjustments to practices and supporting implementation. This may include:
    - Helping prepare for discussions with the Credit Committee
    - Contributing to reports and summaries of the Portfolio and Pipeline
    - Supporting development of templates and tools for underwriting and portfolio management.
  - Technical Assistance: Supporting SFHAF's borrowers by providing feedback and advice on pro forma preparation, teach borrowers how to navigate the funding application process, and afterwards the closing process.
- Portfolio Operations (10%):
  - Loan Modifications: under direction from the SVP - L&C and SFHAF's Portfolio & Program Analyst, identifying loans which require modification (extensions, increased in loan amount, etc). Work with SVP - L&C to review the credit quality of the loan and execute the appropriate modification.
  - Takeouts: When loans reach maturity, supporting the SVP - L&C and third-party underwriter consultants to manage the takeout of SFHAF's loan by permanent funders. This involves coordination with the Mayor's Office of Housing & Community Development, the primary permanent capital provider for SFHAF's bridge loans.
- SFHAF Fiscal Operations & Office Management (30%)
  - SFHAF Fiscal Operations: Working with SFHAF's CFO and SFHAF's accountant, support borrower invoicing and collection of borrower interest payments, and other items as needed. Support CFO on vendor invoicing and cash management.
  - SFHAF Office Management and Operations: Manage office and organizational needs such as office space rental, technology and systems management, google drive and paper filing systems. Work with the Portfolio & Program Analyst to coordinate scheduling and meeting coordination.
  - SFHAF Compliance: Working with the CFO and the Portfolio & Program Analyst, supporting compliance/reporting for SFHAF's capital awards from the federal CDFI Fund, requirements of SFHAF's secured lenders, and other compliance as needed.

**Required Experience & Qualifications:**

- We are seeking a candidate with 1-5 years of work experience, and 1+ year in a real estate or lending/finance role;
- Mission-oriented individual interested in creative problem-solving to address the housing and homelessness crisis;

- Resourceful / self-starter comfortable working in a fast paced, startup environment with ambitious growth targets;
- Analytical thinker who enjoys detail-focused quantitative work, is familiar with pro formas and has worked in excel, and has an understanding of real estate project finance;
- Process-oriented project manager capable of coordinating multiple projects simultaneously;
- Comfort with both operating independently and elevating issues internally for feedback and direction.

**Optional Experience & Qualifications:**

- Affordable housing development organization in the Bay Area;
- Underwriting or other experience in a financial institution or public entity that provides debt and/or equity investment to affordable housing or market rate multifamily projects;
- Familiarity with CDFIs, funding programs for affordable housing, and public-private partnerships.

**Compensation:** Salary is competitive based on experience.

**Commitment to Diversity & Inclusion:** SFHAF is proud to be an Equal Opportunity Employer. We work to restore and protect the diverse populations of San Francisco, and prioritize that same commitment to diversity in our team building process. We enthusiastically encourage individuals from a variety of lived experiences to reach out.

**To Apply:** Please send your resume, LinkedIn profile, and a brief email note detailing your relevant experience and interest in the job to Becca Hutman ([becca@sfhaf.org](mailto:becca@sfhaf.org)). Applications will be considered on a rolling basis.