



# HOUSING ACCELERATOR FUND

## **Housing Accelerator Fund**

**Position:** Finance Role - Analyst / Senior Analyst

**Current Location:** Hybrid (1-2 days/wk in SF office at 244 Kearny St 94108)

### **Who We Are:**

The San Francisco Housing Accelerator Fund (“HAF”) is an innovative nonprofit lender and Community Development Financial Institution (CDFI). Established in 2017 by the San Francisco Mayor’s Office of Housing and Community Development, we create public-private partnerships and leverage private, philanthropic, and public capital to stem displacement of low-income and working families and accelerate the production of new affordable housing across the Bay Area.

HAF has raised over \$330 million in capital and deployed and committed over \$395M to help nonprofits acquire buildings and convert them to permanent affordability. HAF also manages a philanthropic fund that aims to accelerate the delivery of housing for unhoused people by investing in projects that pilot new cost-cutting and time-saving approaches. Our pilot project Tahanan at 833 Bryant delivered permanent support housing (PSH) for individuals experiencing homelessness at half the time and two-thirds of the cost of market standard – and we’re just getting started!

### **The Role:**

We’re looking for a new team member to play a vital role in financial management and planning, and advancing the HAF’s systems and technology to support growth and impact. This role will partner closely with the Chief Financial Officer to provide timely and accurate fiscal operations, monthly reporting and analysis, and ad hoc financial/portfolio modeling. The role will also provide lending administration support including loan servicing and maintenance of loan files and data systems. Position title and specific responsibilities will be determined based on an individual’s background and experience.

You’re a great fit for the role if you:

- Have 1-6 years of experience in some combination of: finance, accounting and operations in a non-profit or public sector setting, financial modeling/cash flow/capital management, data management/analysis and use of enterprise level systems, systems analysis and improvement, and/or experience with audits/compliance and stakeholder reporting
- Are passionate about addressing the Bay Area’s housing affordability and homelessness crisis
- Have proven success as a resourceful self-starter comfortable working in a start-up environment
- Possess analytical skills and the ability to work with and present data to a range of audiences; have excellent facility with Microsoft Excel
- Are comfortable taking ownership of multiple projects at once, coordinating collaboratively from idea-stage to implementation
- Are comfortable creating, implementing and improving processes and systems to support our loan portfolio and financial management and delivery of key metrics management systems for our portfolio and program administration
- Are passionate about Diversity, Equity, Inclusion, and Belonging and committed to embedding equity in how we measure and assess our portfolio and impact

We know that there is a skills gap in the affordable housing sector, and we want to help train the next generation of affordable housing leaders. If you don't meet all of the JD requirements but are passionate about our mission, we still strongly encourage you to apply. In the hiring process, we can speak to the professional development resources we can offer to support your growth.

### **The Work:**

#### ➤ *Finance Operations, Reporting and Compliance (30%)*

- Operations
  - Manage accounts payable
  - Track cash flow and work with CFO to manage deposit accounts and investments
  - Work with third party accounting team on month end close and monthly reconciliations
- Reporting
  - Work with CFO to prepare financial statements and finance metrics for Finance Committee/Board
  - Prepare financial components of grant reports
- Compliance
  - Prepare financial statements and loan covenants for quarterly and annual investor reporting
  - Support the annual audit process and work with third party accounting team to provide required schedules and documentation
  - Prepare financial data for annual CDFI reporting

#### ➤ *Financial Planning and Analysis (25%)*

- Work with CFO to understand business needs and then develop and refine metrics that provide mission critical information
- Lead efforts to continually improve HAF's approach to data management and use of technology to support loan level data, portfolio analysis, financial management and measures of financial health
- Ensure that reporting systems and source data are accurate and reconciled

#### ➤ *Loan and Portfolio Administration (45%)*

- Coordinate loan funding process with HAF's Chief Financial Officer
- Lead loan servicing function for the HAF
  - manage loan disbursements upon receipt of approved requests from the lending team
  - Prepare and send monthly interest statements to HAF borrowers and respond to related requests
  - Respond to borrower inquiries regarding loan balances, interest due, and audit confirmations
- Maintain internal systems and databases related to the loan portfolio including loan set up, loan modifications, and loan closeout
- Coordinate with the lending team to ensure that loan documentation is complete at closing, modification, and takeout.
- Maintain loan files for audit and review by external or internal staff
- Lead internal process improvements for loan administration after closing and after take-out of each portfolio loan

## The Team:

Your closest collaborators:



**Tamar Dorfman**  
**Chief Financial Officer**



**Justin Chen**  
**Senior VP, Lending & Capital**

*You'll also work with:*

- **Internal team:** CEO, Operations & Communications Manager, Chief Investment Officer, Vice President Lending
- **Our consultants:** Forsyth Street Advisors, Novogradac & Company (audit firm), Your Part Time Controller (outsourced accounting team)
- **Our Partners:** Lenders and investors, Philanthropic partners, Nonprofit developers across the Bay Area, and local governments

## Our Values & Personality:

- **Mission-driven, collaborative, & optimistic.** Above all, we believe everyone has a role to play in addressing our affordability crisis. Our sense of shared responsibility drives us to bring new collaborators into this work, and to center cross-sector partnerships in all that we do.
- **Bold, nimble, & relentlessly solutions-oriented.** We are creative and entrepreneurial, always looking for new ways to continuously improve. We successfully innovate because we take smart risks that leverage our expertise, relationships, and resources. On our small team, we all wear many hats, and are ready to stretch ourselves and lend a hand to collectively make an impact.
- **Learning, unlearning, & disrupting towards equity.** Our team has diverse backgrounds, but we're all drawn to work by a commitment to housing equity and justice. We know that housing outcomes in the Bay Area are both a cause and effect of racist wealth inequality. We seek to drive change on a person level, project level, and system level. As such, we're actively learning and unlearning within our organization about how systems and structures allow for change that supports individuals and communities farthest from opportunity.

## Of Note:

- While our primary scope of work has focused on the City of San Francisco, we are actively expanding to the broader Bay Area and we encourage candidates who bring knowledge of affordable housing in the broader Bay Area to apply;

- We are an Equal Opportunity Employer. HAF is an equal opportunity employer. We strongly encourage and seek applications from women-identifying individuals, BIPOC, bilingual and bicultural individuals, as well as members of the LGBT+ communities.
- Our benefits package includes comprehensive, employee-selected insurance coverage (medical, dental, vision, life); 100% coverage for employees and 50%-80% for dependent coverage; a 401(k) plan with employer match; generous PTO beginning at 18 days plus paid holidays; cell phone, internet, and fitness stipends; FSA & Commuter Savings accounts, and more.

**What the Role Looks Like:**

<b>First Week</b>	Get to know your teammates and external partners; we will review the HAF's business model, financials and loan portfolio.
<b>Within A Month</b>	You are familiar with HAF's operations with particular focus on finance and lending administration. With support from the team you take ownership of accounts payable and loan disbursements. You'll have a high-level understanding of HAF's capital structure and the "lifecycle" of a HAF loan. You and your manager will develop a road map of 6-month and 12-month goals, with defined resources to support you.
<b>Within Three Months</b>	You're confidently owning accounts payable management, loan disbursements, and cash flow tracking. You've taken on increasing responsibility for preparation of month end entries, interest statements for borrowers and HAF financial statements. You have learned how to use HAF's financial and lending administration systems and begun to explore ways to leverage these systems to increase operational efficiency.
<b>Within Six Months</b>	You've partnered with the CFO and Forsyth Advisors to prepare the financial components of the Quarterly report. You are the point of contact for borrowers regarding interest statements and audit confirmations. Coordinating with the lending team, you are able to process routine loan disbursements, fundings for loan closings, and ensure documentation is complete and loan data is updated in the finance and loan servicing systems. You are responsible for managing internal loan records and files. You have begun to work on system improvements so that loan level data can be efficiently captured and accessed.
<b>Within One Year</b>	When you have new ideas for systems improvements and finance/portfolio metrics, you feel empowered to implement new processes. For example, you are leading efforts to leverage the loan servicing system to provide real time information to borrowers and to capture data required for annual CDFI reporting. You are preparing to lead the upcoming audit process and are providing critical support for capital raises and capital stewardship.

### **The Hiring Process:**

<b>Step 1: Applications</b>	We'll accept applications on a rolling basis through February 2, 2023 .
<b>Step 2: Intro Calls</b>	We'll reach out to select candidates to schedule 20 minutes "getting to know you" calls. We'll let the rest know they won't be moving forward in the process.
<b>Step 3: Technical Interview / Work Sample</b>	Candidates will be asked to <ul style="list-style-type: none"><li>● review HAF financial information and sample reports (the information will be provided prior to the interview) and prepare observations and questions for discussion</li><li>● share a work sample that you're proud of and that demonstrates your analytical skills and ability to use various Excel tools to organize and analyze data</li></ul>
<b>Step 4: Additional Interviews</b>	Candidates will have 1-2 additional conversations with members of the HAF team.
<b>Step 5: Offer</b>	Our goal is to extend an offer by March 1, 2023.

### **Compensation:**

Title	Years of Relevant Exp.	Total Compensation Range
Analyst	1 - 3	[\$68,000 - \$92,000] + up to 5% bonus
Senior Analyst	4+	[\$92,000 - \$117,000] + up to 5% bonus

**To Apply:** Please send your resume, LinkedIn profile, and a brief email note detailing your interest in HAF and fit for the role to Kati Vastola ([kvastola@sfhaf.org](mailto:kvastola@sfhaf.org)).