

#### **ABOUT THE HOUSING PARTNERSHIP NETWORK**

Housing Partnership Network (HPN) is an award-winning membership network of 100 of the nation's leading affordable housing and community development nonprofits. Through practitioner-driven peer exchange, policy and innovation, the Housing Partnership Network's mission is to leverage the individual strengths and mobilize the collective power of our member organizations. Our vision is that all people live in vibrant and inclusive communities where access to affordable homes creates opportunity and economic mobility.

Since our founding in 1992, HPN and its members have collectively served over 12.8 million people; developed, rehabilitated, or preserved about 470,000 affordable homes; and launched 14 successful social enterprises. Our work has been recognized with honors including the MacArthur Award for Creative & Effective Institutions and Wells Fargo NEXT Award for Opportunity Finance. Learn more at [www.housingpartnership.net](http://www.housingpartnership.net).

#### **OUR COMMITMENT TO DIVERSITY AND EQUITY**

HPN is committed to creating a diverse and equitable environment and is proud to be an equal opportunity employer. HPN recruits, employs, trains, compensates, and promotes regardless of race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, veteran status and other protected status. We believe that the more inclusive we are, the better our work will be. We aspire to build a diverse team, one that better reflects the people and communities we serve. Applicants who contribute to this diversity are strongly encouraged to apply.

#### **WE VALUE**

*Collaboration* - We are a true network. We believe in the power and benefits of broad engagement, empowerment and collaboration.

*Connection* - We actively build relationships that connect people, ideas, and organizations to forge new paths for improving communities.

*Racial Equity* - We are committed to diversity, equity and inclusion at HPN, and helping members advance initiatives that dismantle long-standing systemic racial biases and discrimination to achieve economic and social justice.

*Inclusion* - We recognize our power comes from the collective and cooperative nature of our work, based on an environment that is inclusive of diverse experiences, backgrounds and perspectives.

*Respect* - We are open, honest, and respectful in all of our interactions which strengthens our relationships, our mission, our work with colleagues and members, and ultimately the lives of the people we all serve.

*Transformation* - We work with our members to transform our industry by creating systemic solutions to help people who live in our communities to thrive.

#### **ABOUT THE ROLE**

The Vice President, Lending and Investment, is responsible for managing all lending activities and investor relationships for the lending business and will serve as President of Housing Partnership Fund (HPF), a \$100 million CDFI lending affiliate of the Housing Partnership Network (HPN). Responsibilities include managing the budget, performance, capital raise, and day-to-day activities of HPF and HPN's lending programs. In addition to the lending activities of HPF this includes HPN's New Market Tax Credit Program (NMTTC), HPN's loan portfolio, and investment activities of Housing Partnership Ventures, HPN's social enterprise investment affiliate. This position oversees a team of seven with three direct reports, the VP, Lending (head of loan originations), Director, Loan Closings, and Director, Portfolio Management.

The position is a key member of an integrated capital markets team that works across the HPN business platform to raise funds for lending and investment into HPN members. This position oversees application for and compliance with capital opportunities through the CDFI Fund (i.e., FA, CMF, NMTCs). This position requires ingenuity, effective collaboration with senior management of the organization and its Members, including the CEO and CFO of HPN, and will be a member of the senior leadership team. This position reports to the Executive Vice President, Capital Markets.

#### **MAJOR DUTIES AND RESPONSIBILITIES**

- Establish and implement strategic goals for HPN's CDFI lending and investment activities (inclusive of HPN's three lending and investment entities) in alignment with its mission and HPN's broader strategic framework.
- Develop and implement capital raise strategy, in collaboration with the EVP, Capital Markets, to provide capital resources to the Housing Partnership Fund and Housing Partnership Network for lending activities.
- Manage investor relations for HPF and HPN lending capital investors, including due diligence requests and oversight of key reporting and other investment stewardship requirements. Ensure compliance with various stakeholders and government programs, including NMTC tax credit investors and CDFI Fund programs.
- Act as Program Manager for HPN's NMTC investments, managing CDE activities and coordinating with Smith NMTC and lending staff using NMTCs to support homeownership.
- Work in close collaboration with philanthropy team around grant and PRI opportunities for HPF.
- Create annual budget for the Housing Partnership Fund and Housing Partnership Ventures entities, as well as HP Lending, HPF, and NMTC HPN cost centers. Achieve goals and objectives within approved budget limits and constraints. Reforecast assumptions midyear. These functions will be achieved in collaboration with VP, Lending and Director, Portfolio Management.
- Collaborate with HPN Knowledge Management staff to expand collection of lending program impact data.
- Oversee and manage governance of the HPF Board of Directors and collaborate with HPN governance staff to manage governance related to the HPN Loan Committee and board of Housing Partnership Ventures, Inc.
- Engage as a member of HPN's Senior Leadership Team (SLT).
- Lead/facilitate lending-focused Member Virtual Meetings and Communities of Practice, including at semi-annual HPN membership meetings and Virtual Peer Exchange meetings.
- Support HPN's Innovation work by acting as an innovation business lead when the opportunity is related to deploying capital through HPN's lending vehicles.
- Manage a team of HPN staff working to support HPN's lending and investment activities:
  - Loan originations and underwriting, led by VP, Lending.
  - Loan and Investment closings, led by Director, Loan Closings.
  - Asset and Portfolio management, led by Director, Portfolio Management.
  - Investor and stakeholder reporting, in collaboration with Finance and Portfolio Management staff.

#### **QUALIFICATIONS**



- Bachelor's degree and ten or more years CDFI lending experience. Advance degree in a related field is a plus.
- Demonstrated effectiveness in managing a diverse team to collaboratively achieve audacious lending-related goals and other business objectives.
- Advanced knowledge of and experience in community development finance, specifically affordable housing programs. Detailed knowledge of real estate development.
- Demonstrated experience working directly with and deploying capital to nonprofit housing and/or community development builders, owners and lenders; experience leading or supporting business collaboration and joint capital raising with these stakeholders is a plus.
- Strong written and oral communication skills and negotiation skills are necessary.
- Experience with investor relations/communications with national financial institutions, foundations, and government funding sources.
- Possesses the knowledge to maintain significant and important contacts with HPN members, contractors and other business-related third parties.
- Aptitude to publicly represent the Network at meetings with major public, private and non-profit partners.
- An entrepreneurial spirit with a demonstrated knowledge of how to plan and work independently and flexibly in a dynamic environment.
- A collaborative nature and aptitude to work within a team while maintaining accountability and responsibility for goals as an independent individual is critical.
- A clear commitment to and an appreciation for the work, mission, and entrepreneurial culture of HPN, and the ability to articulate it eloquently.

#### **LOCATION**

- HPN is a remote-first company. "Remote-first" is an organizational strategy that makes working remotely the primary option for most staff. All new staff will be required to be onsite at HPN headquarters or in the Boston area multiple days during weeks designated as All-Staff weeks. There may be additional times when teams are required to travel by their leadership based on scheduled events, team meetings, and business needs.

#### **COMPENSATION**

- Salary: \$192,000 (min)-\$240,000 (mid). Commensurate with education and experience with a bonus potential.

#### **BENEFITS**

- 20 vacation days, 12 sick days, 12 paid holidays, paid personal day, medical, dental and vision insurance, health savings account, flexible spending account, dependent care flexible spending account, retirement and savings plan/401(k) match, group life insurance, short- and long-term disability, parental leave, sabbatical leave, professional development and much more!

#### **TO APPLY**



HOUSING  
PARTNERSHIP  
NETWORK

President, Housing Partnership Fund  
VP, Lending and Investment  
Reports to: EVP Capital Markets

Please submit a resume and a thoughtful cover letter detailing your interest in this opportunity and your relevant skills and expertise [here](#).

Ideas. Innovation. Impact.