



HOUSING ACCELERATOR FUND

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Position: Finance Analyst Role

Location: Hybrid; San Francisco office located at 564 Market St #225, San Francisco, CA 94104

Who We Are:

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 the displacement of low-income and working families and accelerate the production of new affordable housing across the Bay Area. HAF has raised nearly \$400 million since launch and channeled that capital into more than \$600 million in affordable housing investments that create and preserve over 3,000 affordable homes. This includes innovative products and tools such as the Bay Area Housing Innovation Fund, Industrialized Construction Catalyst Fund, and the Home for Good Fund. Learn more about our work at www.sfhaf.org.

The Role:

We're looking for a new team member to play a critical role in capital management, financial operations, and compliance to support HAF's growth and impact. This team member will support new capital raises and the diligent stewardship of existing capital and will partner with the CFO and Finance Manager to maintain HAF's core finance and accounting operations. Position title and specific responsibilities will be determined based on an individual's background and experience.

The Housing Accelerator Fund is an Equal Opportunity Employer. We are committed to ensuring that our hiring process is inclusive and equitable for all candidates. We strongly encourage applications from individuals of all backgrounds, particularly those who share lived experiences with the communities we serve. This includes but is not limited to: candidates who identify as Black, Brown, Indigenous, Latinx, and Asian and/or a member of other underrepresented races and ethnicities; candidates of all gender identities and orientations; people of all ages; veterans; people with disabilities; and individuals who have lived experience of housing, food and/or economic instability or scarcity.

Experience & Skills Sought:

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

- Have 2-6 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/or experience with audits/compliance and stakeholder reporting.
- Bring a high level of attention to detail and excellent judgment and decision-making abilities.
- Are proficient in spreadsheet analysis and presentation software (e.g. Google or Microsoft), with analytical expertise to distill and present data effectively to a range of audiences.
- Are a resourceful self-starter and are comfortable working in a start-up environment.
- Are comfortable creating, implementing, and improving processes and systems to support capital compliance and financial management and delivery of key metrics/management systems for our portfolio and capital stewardship.

- Ability to manage multiple projects at the same time and prioritize critical-path tasks and project management.
- Are dedicated to addressing the Bay Area’s housing affordability and homelessness crisis.
- Bring a personal commitment to Diversity, Equity, Inclusion, and Belonging, and to embedding equity in how we work with our partners and the types of products that we provide.

We know that there are skill gaps in the affordable housing sector, and we want to help train the next generation of affordable housing leaders. If you are passionate about our mission, we strongly encourage you to apply even if you aren’t sure your skills and experience are a direct fit.

The Work:

➤ *Capital - 60%*

- Assist with new capital raises - provide financial information as requested during the underwriting/due diligence process. Work with the CFO to prepare the necessary information for securing a credit rating.
- Maintain data and prepare reports on capital availability and grant activity for internal and external stakeholders.
- Track and manage the organization’s debt portfolio, maintain interest payable schedules, and adhere to reporting and repayment schedules.
- Work with the CFO to forecast cash flow needs to optimize the allocation of capital for lending, investing, and operational activities.
- Work with the Operations and Communications Director to prepare communications to stakeholders and prospective investors, including grant applications and reports, general newsletters, press releases, and more
- Update internal systems to reflect new capital and terms, additional covenants, and reporting requirements. Ensure that capital-related files are complete and are updated as new documentation is received.

➤ *Finance Operations, Reporting, and Compliance (40%)*

- Operations
 - Manage accounts payable in collaboration with the Finance Manager.
 - Work with third-party accounting team on month-end close related to Capital (loans and grants) and corresponding cash transactions.
 - Work with the CFO and Finance Manager to document finance operations/processes.
- Reporting
 - Work with CFO and Finance Manager to prepare financial statements and finance metrics for the Finance Committee/Board.
 - Prepare financial components of grant applications and 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 related to Capital and Grants
- Additional duties as assigned.

The Team:

Your closest collaborators:



Tamar Dorfman
Chief Financial Officer



Rigo Mendoza
Finance Manager

You'll also work with:

- **Internal Team:** CEO, Operations & Communications Director, Lending, Investing, and Portfolio Management Teams
- **Our Consultants:** Forsyth Street Advisors, Novogradac & Company (audit firm), Your Part-time Controller (outsourced accounting team)
- **Our Partners:** Lenders and investors, philanthropic partners, local governments, and nonprofit developers across the Bay Area.

Our Values & Personality:

- **Mission-driven, collaborative, & optimistic.** Above all, we believe everyone has a role to play in addressing our housing 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 furthest 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.
- 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 after one year; 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:

First Week	Get to know your teammates and external partners; we will review the HAF's business model, financials and capital debt and grant portfolio.
Within One Month	You are familiar with HAF's finance operations with particular focus on capital/cash flow management and accounts payable. With support from the team you take ownership of cash flow management and accounts payable. You'll have a high-level understanding of HAF's capital stack and will have begun an-depth review of capital documentation, requirements and covenants. You and your manager will develop a road map of 6-month and 12-month goals, with defined resources to support you.
Within Three Months	You're confidently owning cash flow tracking, lender interest payments, and accounts payable management. You've taken on increasing responsibility for tracking and reporting on capital availability. You are actively supporting capital raises and/or reporting/communication for current investors. You have learned how to use HAF's financial and data management systems and begun to explore ways to leverage these systems to increase operational efficiency.
Within Six Months	You've partnered with the Finance Manager to prepare the financial components of the Quarterly report. You are responsible for managing data and files related to Capital and Grants. You have increased responsibility for capital stewardship and for the financial due diligence process related to new capital and grant investments.
Within One Year	When you have new ideas for systems improvements and capital/finance metrics you feel empowered to implement new processes and create new materials. You are providing critical support for capital raises and capital stewardship. You are the key point of contact for accounts payable and cash flow management.

The Hiring Process:

Step 1: Applications	We'll accept applications on a rolling basis.
Step 2: Intro Calls	We'll reach out to select candidates to schedule 20-30 minute "getting to know you" calls.
Step 3: Technical Interview / Work Sample	Candidates will be asked to <ul style="list-style-type: none">• Review HAF financial information and sample reports (the information will be provided prior to the interview) and prepare observations and questions for discussion.

	<ul style="list-style-type: none"> ● Share a work sample that you're proud of and that demonstrates your analytical skills, ability to use various tools to analyze, organize and communicate information to multiple audiences.
Step 4: Additional Interviews	<ul style="list-style-type: none"> ● Candidates will have 2-3 additional conversations with members of the HAF team.
Step 5: Offer	Our goal is to extend an offer by mid-March 2025.

Compensation: \$88,000 - \$110,000 + up to 5% bonus; salary placement within this range will be based on experience and qualifications.

To Apply: email the following to kvastola@sfhaf.org with the subject line Finance Analyst:

- Resume
- Cover letter of 1-2 pages that includes:
 - Your interest in the position.
 - How your background and experience will support you in performing the position's responsibilities.
 - Your reflections on the following: in brief, how have your past experiences, activities, or background made you aware of inequities and challenges faced by historically underrepresented or economically disadvantaged groups, particularly in the context of HAF's mission (below)? How has this awareness shaped your personal and professional growth, including your professional work?
 - *HAF's mission is to accelerate the production and preservation of affordable housing for California's economically disadvantaged households, individuals, and communities by lending to, investing in, and directly acquiring real estate assets.*