



LOAN PORTFOLIO OFFICER

Job Description

The San Luis Obispo County Housing Trust Fund (HTF) is a 501(c)(3) corporation and certified Community Development Financial Institution (CDFI). Our mission is to increase the supply of affordable housing in San Luis Obispo County, California. We serve this mission by providing financing, technical assistance and advocacy for affordable housing projects. Learn more about us and our work on our website at: www.sloctf.org.

Position Summary The Loan Portfolio Officer will assist in managing both the HTF's portfolio of existing loans and the information needed for reporting to investors, funders and others. The Loan Portfolio Officer will also assist with underwriting, documenting, reviewing, and closing loans for affordable housing projects, as well as monitoring loans for those projects through the development process. The Loan Portfolio Officer will report to the Deputy Director, Loan Portfolio Manager and work closely with other staff and partners (Board members, Loan Review Committee, bookkeepers, banks, borrowers, etc.). This position offers the potential for advancement in position, responsibility, and compensation.

Duties The Loan Portfolio Officer will work with the Deputy Director, Loan Portfolio Manager to fulfill the following duties:

Loan Analysis & Underwriting, Documentation, and Closing

- Work with applicants, title companies, and others to obtain items needed to document and process loans.
- Analyze the feasibility of affordable housing projects and applicants' financial strength and ability to complete the proposed projects.
- Prepare loan presentations and recommendations for the Loan Review Committee and the Board.
- Prepare commitment letters and advise borrowers on the requirements for closing loans.
- Collect and review due diligence items to prepare for loan closings.
- Prepare loan documents and instructions for escrow.
- Coordinate with borrowers, escrows, lenders/funders, and others to confirm that conditions are met to close loans on schedule.
- Prepare authorizations to fund loans.
- Assemble loan files and collect post-closing documentation items.

Loan Portfolio Management

- Monitor projects through the development process including the review and approval of loan draws, 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.
- Follow up with borrowers who make late payments, including assisting with the work-outs or trustee sale process if needed.

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. Include information for applications and funding requests.

Other:

- Participate in strategic planning and implementation.
- Assist with creation of new loan products.
- Assist with funding applications and proposals.
- Assist staff on program material, reports, articles, press releases, etc.
- Provide technical assistance to borrowers.
- Manage special projects.
- Other duties as assigned.

Minimum Qualifications

- Two-year college degree or certificate in business, finance, real estate or a closely related field.
- Two years of experience in commercial real estate and construction lending, including loan processing, underwriting, loan closing and/or portfolio management.
- Strong organizational skills with strict attention to detail.
- Excellent written and verbal communication skills. Ability to compose and present professional business letters and memorandums.
- Ability to work independently and collaboratively.
- Strong analytical and computational skills along with the ability to present information and recommend solutions.
- Ability to learn quickly, meet deadlines, multi-task, and prioritize.
- Proficiency working with MS Office applications and the Windows operating system.

Preferred Qualifications

- Ability to travel regularly to visit borrowers and projects throughout the county and occasionally for events throughout the state or nation.
- Four-year college degree in business, finance, real estate, economics, community development, urban planning or a related field.
- Five years of experience in commercial real estate and construction lending, including loan processing, credit analysis and/or loan management. (Additional experience may substitute for education.)
- Knowledge of affordable housing finance programs and the housing development process.
- Experience working with government housing and community development programs (e.g., LIHTC, HOME, CDBG).
- Experience within the nonprofit sector.

Beneficial Qualities

- Alignment with and enthusiasm for the HTF’s mission.
- Desire for upward mobility in position and responsibilities.
- An openness to learning new skills and systems, with an entrepreneurial work ethic.
- Flexibility, creativity, and patience.

Employee Classification

- This position will be full-time, exempt, and at-will.

Work Location

- Hybrid
- The position will primarily work remotely (from a home office setting) with required work from the office (in San Luis Obispo, CA) on occasion at the request of the employer.
- The position is San Luis Obispo County based and will require visiting borrowers and projects throughout SLO County.

Compensation

- \$90,000 - \$100,000 per year depending on experience

Benefits

- 15 paid holidays
- 10 vacation days per year
- 12 sick leave days per year
- Health, dental and vision benefits

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

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