**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 has 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).

HPN has been an Aeris-rated community development financial institution (CDFI) since 2005, and currently has a 4-star, AA- rating. HPN operates its lending activity through two certified CDFIs: the Housing Partnership Network (HPN) and the Housing Partnership Fund (HPF). HPN created HPF in 2001 as its primary lending arm to meet members’ growing need for flexible, early stage financing for affordable housing development. Today, our CDFIs provide capital to our members and social enterprises through a total portfolio of over $70 million+ (on- and off-balance sheet). Our loan products to HPN members include unsecured enterprise-level, secured project-level, and bridge financing for affordable multifamily, single-family and community development projects as well New Markets Tax Credits (NMTCs) for single-family homeownership initiatives. Additionally, we offer lines of credit and equity investments for housing-focused social enterprises.

**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 Loan Officer, Affordable Housing Development Lending/Origination is responsible for developing and expanding lending relationships within the Housing Partnership Network, resulting in both increased loan volume and mission impact. This position requires an experienced professional with demonstrated relationship management, loan underwriting, and financial analysis skills. The Loan Officer will be able to articulate how HPF’s lending products assist HPN’s members to meet their affordable housing real estate development objectives. The Loan Officer will underwrite loan requests and present credit memorandum to HPF’s Board for approval. The Loan Officer will report to HPF’s Director of Lending.

**PROFESIONAL CHARACTERISTICS**

The Loan Officer, Affordable Housing Development Lending/Origination position is appropriate for an entrepreneurial professional with at least three years of lending experience to non-profits, ideally through both project-based affordable housing loans (rental and/or homeownership) and enterprise financing. This position requires an individual that can balance their understanding of complex non-profits and multi-layered transactions with sound underwriting and risk mitigation skills. The successful candidate will have the ability to prioritize and manage multiple projects and assignments, meet tight deadlines, and coordinate and communicate effectively across all levels of an organization. Familiarity with federal, state, and/or local community development programs, particularly programs that support affordable housing, is preferred. Experience in a CDFI lending environment is a plus, but not required.

**MAJOR DUTIES & RESPONSIBILITIES**

**RELATIONSHIP BUILDING AND PIPELINE DEVELOPMENT (55%)** More than half of the Loan Officer’s daily activities will focus on relationship building and sales efforts with clients and prospects to achieve individual and organizational loan volume goals, including:

* Create new customer relationships by developing an outreach strategy, pursuing each prospect in a determined and systematic fashion, and tracking engagement in Salesforce;
* Develop and strengthen existing HPN member-borrower relationships.

**UNDERWRITING AND CREDIT REVIEW (45%)** About half of the Loan Officer’s daily activities will focus on underwriting and credit review, including:

* Structure and negotiate financing proposals/commitments and prepare comprehensive written loan packages for review and approval by HPF Board/HPN Loan Committee;
* Review and interpret third-party due diligence reports, including appraisals, market assessments, entitlement/zoning classifications, and environmental reports to determine transaction viability and appropriate loan structure.

**COLLABORATION WITH ASSET MANAGEMENT (5%)** A small portion of the Loan Officer’s time may include collaboration with the Asset Management team on portfolio issues and additional projects, as needed.

**QUALIFICATIONS**

* Bachelor’s Degree in a relevant field of study (e.g. business, finance, real estate, urban planning) is required.
* 3+ years of real estate lending or business banking as a sales officer, credit underwriter or loan officer, preferably with a CDFI or similar organization
* Ability to manage relationships with borrowers using a customer-centric approach, including through timely responses to opportunities and client requests
* Established track record of lending, meeting production goals, and disciplined use of sales tools for tracking opportunities, calling efforts, and client requests
* Significant experience in credit analysis and preparation of credit memorandums for loan approvals
* Proven sales and business development skills
* Proficiency in analyzing financials of non-profits, particularly for assessing feasibility of real estate development projects
* Experience with reviewing due diligence items required to close real estate transactions including, but not limited to, appraisals, environmental, and construction cost review reports
* Familiarity with federal, state, and/or local government funding sources for capital and operating needs of affordable housing
* Organized with proven self-initiative, self-motivation, ccollaborative spirit and optimistic attitude
* Proficiency with Microsoft Word and Excel
* Familiar with Salesforce
* Commitment to social justice and HPN’s mission

**OTHER**

* This position could be located in Boston, DC, or fully remote
* ~20% travel is required (subject to COVID-19 restrictions)
* New employees need to either (1) provide proof that they are fully vaccinated against COVID-19 or (2) granted an exemption prior to beginning work at HPN. At this time, HPN considers an employee “fully vaccinated” when they have completed their primary COVID-19 vaccination series and received a COVID-19 booster. Employees will have four weeks from their “due date” (five or six months, depending on vaccine type, from completing their primary COVID-19 vaccination series) to get the COVID-19 booster.

**COMPENSATION**

* Salary Range: $96,000-$120,000

**TO APPLY**

Please submit cover letter and resume [here](https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=b7da2162-70c0-40a5-b0ad-6d058ed83b61&ccId=19000101_000001&jobId=395069&lang=en_US&source=CC4).

*The position description is a guide to the critical duties and essential functions of the job, not an all-inclusive list of responsibilities, qualifications, physical demands and work environment conditions. Position descriptions are reviewed and revised to meet the Housing Partnership Network’s changing needs, at the sole discretion of management.*