

## ORGANIZATIONAL BACKGROUND

National Housing Trust (NHT) has been dedicated to creating and preserving affordable housing for 40 years. We build, preserve, and finance affordable housing and use that expertise to inform and advance resident-focused solutions to strengthen the broader affordable housing industry.

NHT has a staff of 50+ across five program areas: Policy, Lending, Real Estate Development, Community Outreach and Impact, and Energy Solutions. Our hallmark is our cross-functional, integrated approach to innovating, demonstrating, and amplifying solutions to the affordable housing crisis in the U.S.

## ABOUT LENDING

NHT's lending practice is made up of two Community Development Financial Institutions (CDFI): the National Housing Trust Community Development Fund (NHTCDF) and the Institute for Community Economics (ICE). NHT Lending is committed to providing access to flexible financing for the preservation and creation of affordable housing around the country. Through our unique lending practice, capital is accessible to a broad range of borrowers including non-profit and for-profit owners and developers, Community Land Trusts, and limited-equity housing cooperatives. We offer a full array of loan products in the Washington metropolitan region and specific products in other markets nationwide.

## POSITION

The Director of CDFI Portfolio Finance will be part of NHT's Lending Team, reporting to the Managing Director of Lending and Innovation and closely collaborating with NHT's Director of CDFI Asset Management.

The Director of CDFI Portfolio Finance will supervise the Loan Fund Specialist.

This is a newly created position that will serve as a hub between NHT's finance team, CDFI Asset Management and CDFI Originations, and play a central role in supporting CDFI leadership's strategic priorities. This is a unique opportunity for an early mid-career professional to work directly with the Managing Director to oversee capital management, touch many parts of CDFI operations, and be a part of strategic decision-making.

This position is DC-based and qualifies for a hybrid work schedule.

## RESPONSIBILITIES

- Work with the NHT Finance Team to oversee cash management, including all CDFI bank accounts and compliance with all investor covenants. Maximizes return on undeployed cash and ensures cash availability for upcoming loan closings.
- Work with Loan Fund Specialist to ensure creation and accuracy of monthly portfolio reports, including liquidity report to show capital availability and dashboard with summary financials.
- Develop and maintain a loan pricing model.
- Manage draw requests and principal repayments to investors in coordination with the finance team.
- Serve as the Lending Team's primary point of contact for providing information needed in the annual preparation of audited financial statements.
  - In collaboration with NHT's Finance team and the Loan Fund Specialist, prepare initial Provided-By-Client items submitted to auditors, including loan

- confirmations.
- Furnish information needed to address follow-up questions from auditors and open items in a timely manner.
- Participate in regular update calls during audit process, as needed.
- Support NHT consolidated audit process by providing and coordinating relevant lending team information.
- Serve as lead contact with borrowers of performing loans to engage and monitor expected repayments and modifications.
- Serve as financial contact as needed with external lenders and other loan-related external parties.
- Collaborate with NHT Finance Team maintaining Lending cash flow projections.
- In partnership with the Impact and Invest Manager and Staff Accountant, review and provide financial information for reporting to investors, the CDFI Fund, and Opportunity Finance Network.
- Support the Managing Director of Lending in the preparation of the annual budget and quarterly budget reforecast as well as ongoing cash flow projections.
- Provide accurate and timely information to internal stakeholders, including Finance and the Impact and Investment Manager, as needed.
- Perform additional related duties, as required.

## DOES THIS SOUND LIKE YOU?

### QUALIFICATIONS INCLUDE:

- Bachelor's degree with a Business, Accounting, or Finance focus or equivalent relevant experience.
- At least 5 years of relevant experience in non-consumer lending, finance, community economic development, or equivalent relevant experience.
- Working knowledge of real estate lending preferred.
- Demonstrated understanding of financial statement analysis.
- Ability to interpret loan documentation.
- Ability to develop and maintain relationships with borrowers and colleagues.
- Strong written and verbal communication skills.
- Detail oriented and able to self-manage daily activities and deadlines.
- Proficiency in spreadsheet programs and CRM software, including Excel and Salesforce; PowerBI knowledge a plus.
- Strong commitment to NHT's mission.
- Comfortable working in organizations that prioritize teamwork and collaboration.
- Demonstrated value for teamwork and investment in the professional development of colleagues.
- Sensitivity to the needs of low-wealth borrowers and a commitment to working in a racially and socially diverse team.

## COMPENSATION

Salary and benefits are competitive and commensurate with experience. The salary range for this position is \$101,284.00 to \$125,104.00.

For further details on the benefits available, please refer to, [NHT's Summary of Benefits](#).

# Director of CDFI Portfolio Finance

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## **APPLICATION PROCESS:**

To be considered for this position, you must apply through NHT's hiring portal <https://nhtinc.bamboohr.com/careers/122?source=aWQ9NTc%3D>

No phone calls or messages, please.