

ORGANIZATIONAL BACKGROUND

National Housing Trust (NHT) has been dedicated to creating and preserving affordable housing for almost 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 almost 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 NHT 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 Loan Fund Specialist works closely with the Lending Team to help manage a diverse base of borrowers and investors by consolidating the back-end processes of NHTCDF and ICE. Reporting to the Director of CDFI Portfolio Finance, the Loan Fund Specialist will be responsible for assisting in administering all aspects of loan funds including loan closing, disbursement, servicing, maintaining loan files, and preparing regular reports related to the loan program.

This position is DC-based and qualifies for a hybrid work schedule, working a minimum of two days per week at NHT's corporate office.

RESPONSIBILITIES

LOAN FUNDS ADMINISTRATION AND SERVICING

- Collect and maintain loan files.
- Enter new borrowers and loans into loan management system immediately after loan closing.
- Maintain record of loan extensions and modifications in servicing system.
- Maintain loan management and servicing database software systems.
- Manage the collection, storage, and data entry of borrower reporting.
- Verify and ensure the quality of data in the loan management system for accuracy and completeness including inputting and maintenance of data such as UCC, insurance, property taxes and other loan covenants and metrics.
- Collaborate with colleagues to resolve any discrepancies or missing data.
- Manage disbursements, outgoing payments, borrower invoicing and receipt of loan payments.
- Act as the primary point of contact for day-to-day servicing needs of borrowers, including audit confirmation requests.
- Produce, maintain, and update reports based on loan management system data for both internal and external stakeholders.

ADMINISTRATIVE SUPPORT TO THE FINANCE TEAM

- Daily reconciliation of financial accounts and loan servicing system.
- Prepare Accounts Receivable (AR) and Accounts Payable (AP) reconciliation reports at the end of each month.
- Provide backup packages for lending-related and investor transactions.
- Assist with annual budgeting and corporate filings.
- Serve as lead contact with payment partners including borrowers, investors, and partners.
- Input, code, and process payments through internal financial system.

INVESTOR RELATIONS AND ADMINISTRATION

- Manage annual communications and payments of ~100 individual investor accounts
- Maintain all institutional investor accounts and transaction records.
- Administer investor interest payments, maturities, and renewals.
- Assist with the preparation of cyclical financial and impact reporting packages for institutional investors.
- Assist with fundraising proposals and applications.

CORPORATE MEETINGS, PLANNING AND COMMUNICATIONS

- Assist with development of loan and investor portfolio reports.
- Support preparation materials for loan committee and board meetings.
- Assist with internal and external communications and loan program marketing.

DOES THIS SOUND LIKE YOU?

- Bachelor's degree with a Business, Accounting, or Finance focus or equivalent relevant experience.
- Working knowledge of real estate lending.
- Working knowledge of accounting and bookkeeping experience a plus.
- Previous loan servicing experience a plus.
- Strong computer aptitude skills, including knowledge of Microsoft Office Suite Programs (with a focus on Excel).
- Ability to interpret loan documentation.
- Ability to develop and maintain strong relationships with borrowers.
- Experience working with diverse and low-income populations.
- Commitment to NHT's mission, including a deep dedication to assisting low-income families create and access opportunities to thrive.
- Strong quantitative and data management skills.
- A demonstrated aptitude for learning software systems and carrying out data entry.
- Demonstrated ability to work collaboratively in a team environment.
- Proactive, adaptable and comfortable with system changes.
- Demonstrate a high level of professionalism and safeguard confidential customer information.
- Excellent interpersonal, organizational, and communication skills, including both verbal and written.
- Excellent planning and organization skills.
- Ability to integrate thoroughness and attention to detail with a big picture, strategic vision.
- Resourceful and able to thrive and deliver results in an entrepreneurial, dynamic environment.

Loan Fund Specialist

COMPENSATION

Salary and benefits are competitive and commensurate with experience. The salary range for this position is \$55,221 to \$73,611.

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

JOIN US

[Apply for This Job](#). No phone calls or messages, please.