

## ORGANIZATIONAL BACKGROUND

At National Housing Trust, we equip communities for a sustainable, equitable future by preserving and modernizing existing homes—and building new homes that stand the test of time. Our team of passionate experts and advocates brings resident services, lending, policy, sustainability, and development under one roof, giving us the tools to make real change possible for the people we serve. We believe in the power of learning and creating with the communities around us. That's why for over 30 years, we've partnered with residents, local experts, and national leaders to find the solutions that work. Because we want everyone—everywhere—to be proud of where they live.

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 focus on expanding access to capital to underserved markets, including emerging and/or BIPOC developers and owners. We understand the role that housing plays in stabilizing individuals and families, most of who are Black, Indigenous, or People of Color, and the role of systemic racism in our current housing crisis.

## POSITION

NHT seeks an individual with a passion for affordable housing to join its highly productive lending team as Lending Initiatives Manager. This position blends lending and policy, creating an exciting role to impact the production and preservation of affordable housing through dynamic, interdisciplinary approaches. This position will support ongoing grant funded NHT Lending initiatives that include small building preservation collaborations in DC, a DC rental relief pilot program, and homeownership projects nation-wide. This position will also help actively seek out new opportunities by cultivating relationships with national funders and local organizations as well as by responding to RFP/RFQs and grant applications. This position will support additional NHT initiatives outside of the lending team, with the opportunity to champion new ideas on affordable housing innovation. This position works closely with and reports to the Director of Lending Initiative. NHT encourages people to apply who have experience working with diverse populations and who possess general expertise in community development programming, affordable housing finance, and/or specific expertise in DC housing.

## RESPONSIBILITIES

The Lending Initiatives Manager will work closely with the Director of Lending Initiatives to develop new housing programs and manage current lending initiatives. The Lending Initiatives Manager's primary responsibilities will be to help support NHT's participation in the Small Building Collaborative, support our TOPA EMD lending program, and manage NHT's RELiEF Pilot Program. Additionally, this position will also manage and coordinate grant writing and applying for funding opportunities for NHT Lending (including CDFI Fund programs) and innovation opportunities for NHT. This is a deeply collaborative role, where the manager will be responsible to align team members around priorities and have the opportunity to pursue new projects that further NHT's mission. The Manager is responsible for attending industry events and engaging with partners in DC to achieve program goals. The Manager must have the capacity to simultaneously work on

multiple tasks and set priorities for competing priorities with great organization, initiative, attention to detail, and timely follow-through.

## DOES THIS SOUND LIKE YOU?

This is an extraordinary opportunity for a committed leader with at least 4 years of experience. Candidates will ideally have experience in nonprofit affordable housing. Other qualifications could include:

- Commitment to NHT's mission, including a deep dedication to assisting low-income families create
- and access opportunities to thrive;
- Commitment and proven track record of promoting racial equity through their work;
- Experience developing and maintaining effective relationships with funders, partners, community members, and other stakeholders;
- Experience working with diverse and low-income populations;
- Excellent interpersonal, organizational and communications skills, including both verbal and written skills;
- Excellent planning and organization skills with the ability to prioritize competing time-sensitive deliverables;
- Ability to integrate thoroughness and attention to details with a big picture, strategic vision;
- Detail-oriented, entrepreneurial self-starter who relishes multitasking;
- Collaborative spirit and positive attitude;
- Strong computer aptitude skills, including knowledge of Microsoft Office Suite Programs;
- Bachelor's degree or commensurate experience, preferably in housing finance, housing development, housing policy, urban planning or related field;
- A minimum of four years of work experience including at least one year of experience in community development or affordable housing.

## COMPENSATION

Salary and benefits are competitive and commensurate with experience. The minimum, median, and maximum salary range for this position is \$63,700, \$84,900, and \$106,200 respectively.

## JOIN US

[APPLY FOR THIS JOB.](#) No phone calls.

NHT is committed to providing equal employment opportunity in all our employment programs and decisions, including, but not limited to recruitment and hiring. Equal employment opportunity is provided to all employees and applicants for employment without regard to race, color, religion, creed, sex, national origin or ancestry, age, marital status, personal appearance, sexual orientation, gender identity or expression, family responsibilities, political affiliation, disability, matriculation, genetic information, covered veteran's status or any other protected characteristic under federal, state, or local law. BIPOC applicants, women, and persons with disabilities are especially encouraged to apply.

*NHT requires that all employees maintain 'Up to Date' COVID-19 vaccination status, following the CDC guidelines, unless they are eligible for an accommodation due to a disability or sincerely held religious belief or practice that prevents them from receiving the vaccine.*