

ORGANIZATIONAL BACKGROUND

National Housing Trust (NHT) has been dedicated to creating and preserving affordable housing for over 30 years. Our mission is to create and preserve affordable homes to provide opportunity, advance racial equity, reduce economic disparities, and strengthen community resilience through our integrated policy-plus-practice approach. 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 60 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. NHT's unique approach to sustainability includes policy advocacy, green lending, renewable energy, and sustainable development. In combination, these strategies result in healthier places for low-income residents to live, reduced operational costs, resident savings, and a cleaner environment.

Through its two lending affiliates, the National Housing Trust Community Development Fund (NHTCDF) and the Institute for Community Economics (ICE), NHT provides access to flexible financing to meet the needs of mission driven affordable housing developers who are preserving and improving affordable homes or creating permanently affordable housing opportunities through community land trusts and shared equity housing.

POSITION

The Loan Fund Associate 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. The Loan Fund Associate will be responsible for assisting the Asset Manager in administering all aspects of the loan program 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

ADMINISTRATIVE CONTACT WITH NHT'S FINANCE TEAM:

- Prepare AR and 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.
- Lead contact with payment partners including borrowers, investors, and partners.

ADMINISTRATION AND SERVICING OF LOAN FUNDS:

- Collect and maintain loan files.
- Enter new borrowers and loans into loan management system immediately after loan closing.
- Maintain loan management and servicing database software systems.
- Manage the collection, storage, and data entry of borrower reporting.
- Check 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 primary point of contact for day-to-day servicing needs of borrowers, including audit confirmation requests.

INVESTOR ADMINISTRATION:

- Manage individual investor relationships and communications.
- Collect and maintain all investor (individual and institutional) 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.
- Prepare materials for loan committee and board meetings.
- Record and draft minutes for loan committee and board meetings.
- Assist with internal and external communications and loan program marketing.

DOES THIS SOUND LIKE YOU?

- Commitment to NHT's mission, including a deep dedication to assisting low-income families create and access opportunities to thrive.
- Strong quantitative skills.
- A demonstrated aptitude for learning software systems and carrying out data entry.
- Demonstrated capacity to engage in a team-structured organization.
- Ongoing skill development and comfort with system change.
- Ability to act professionally at all times and safeguard customer confidentiality.
- Strong computer aptitude skills, including knowledge of Microsoft Office Suite Programs (with a focus on Excel).
- Excellent interpersonal, organizational and communications skills, including both verbal and written skills.
- Excellent planning and organization skills.
- Ability to integrate thoroughness and attention to detail with a big picture, strategic vision.
- Resourcefulness, with the ability to deliver results in an entrepreneurial, dynamic environment; Experience working with diverse and low-income populations.
- Collaborative spirit.
- Ability to interpret loan documentation.
- Ability to develop and maintain relationships with borrowers.
- Relevant experience in Business, Accounting, or Finance. Bachelor's degree a plus.
- Working knowledge of real estate lending preferred.

COMPENSATION

The minimum, median, and maximum salary range for this position is \$47,580, \$63,450, and \$79,300 respectively. Salary and benefits are competitive and commensurate with experience.

JOIN US

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

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.