

## **Habitat for Humanity of Iowa JOB DESCRIPTION**

**Job Title:** Loan Fund Administrator

**Purpose:** Implements and manages the CDFI Loan Fund and provides team support for grants and general financial management.

**Time Commitment:** This is a full-time salary position.

**Direct Supervisor:** Lisa Houser, Executive Director

**Location:** 809 8<sup>th</sup> Street SW, Ste. F, Altoona, IA 50009

**Qualifications:** Applicant must have a degree in finance, business, accounting or a related field or five years of equivalent experience. Has a current mortgage origination license or the ability to obtain a license with the NMLS. Experience with loan underwriting, originating, and/or servicing is highly preferred. It is preferred that the applicant has experience in non-profit financial management, including managing federal grant financial requirements. Applicant must have experience working with Microsoft Office.

Applicant must be results driven with the ability to balance multiple tasks at once. Applicant must have sound administrative and organizational skills, with well-developed interpersonal skills and the ability to get along with diverse populations. Applicant must have a demonstrated ability to take direction from others yet be balanced by having the ability to work independently. Applicant must have the ability to research answers to unknown questions.

### **Duties:**

#### General

- Be an advocate for Habitat for Humanity's mission and affordable housing.
- Attend appropriate trainings and professional development to be successful at the position.
- Understands, works with and helps implement required software.
- Keeps proper documentation.
- Receives assistance and support from the Housing Program Specialist, depending on workflow, deadlines, and schedules.

#### CDFI Loan Fund Management (Community Development Financial Institution) (approx. 70% of time)

- Assists the Executive Director in the development and expansion of the organization's lending programs. Assists the Executive Director in communication, negotiation, and relationship building with investors and potential partners.
- Coordinate the day-to-day administrative responsibilities of the CDFI Loan Fund; implementing new processes and approaches to achieve the program goals.
- Ensures compliance with the CDFI Fund. Completes annual CDFI reports.
- Acts as the primary loan originator for the organization, completing income verification and underwriting on all CDFI loans.
- Works closely with a closing settlement agency, attorney, and/or other entities regarding closing of CDFI mortgages and other loans.
- Carry out policies and procedures set out by the board and Executive Director regarding loan files, modifications, delinquencies, and other CDFI related tasks. Assist in reviewing, updating or creating procedures regarding the loan fund.
- Completes all collateral reporting requirements to investors and partners. Ensure compliance on the CDFI capital and loan purchasing agreements.
- Works closely with Iowa Bankers Mortgage Corporation on the servicing of mortgage loans.
- Participates in and provides assistance to the Loan Committee, serving as the staff liaison to this committee.

Financial Management Assistance (approx. 15% of time)

- Tracks loan payments and follows loan delinquency policy. Maintain accurate loan amortization schedule and provide payoff quotes as requested.
- Ensure compliance on capital and loan sales agreements. Assists the Finance Manager regarding principal and interest pass-throughs and other agreements with investors and partners.
- Processes and tracks donations, including preparing gift receipts and thank you letters.
- Assist Finance Manager with preparing reports for the Finance Committee and Board of Directors
- Assist Finance Manager in helping to prepare monthly and quarterly reimbursement requests
- Assist external auditors and Finance Manager with annual financial audit and IRS 990 as requested
- Look for opportunities to further develop internal control structure and improving financial reports using technology. Assist in updating or writing policies as requested.
- Serves as the Anti-Money Laundering Compliance Officer

Provide Training and Technical Assistance to Affiliates (approx. 5%)

- Onboarding of affiliate sub-servicer agreements. Provides technical assistance to affiliates regarding mortgage servicing, escrows, and onboarding to the mortgage servicing company.
- Provide technical assistance to affiliates regarding mortgage procedures and regulations.
- Supports affiliate training and technical assistance regarding anti-money laundering regulations

Assist the Housing Program Specialist (approx. 5% of time)

- Serve as a back-up and support team member for the programs administered by the Housing Program Specialist. These programs may include but not limited to: HOME Funds Down Payment Assistance, Iowa HOME Grant Program, State Housing Trust Fund, Federal Home Loan Bank. Housing programs may change as funding increases or decreases.

All other duties assigned (approx. 5% of time)

**Wage:** Starting at \$60,000, increased based on experience.

**Benefits:** \$500 monthly benefit allowance to purchase health insurance, 3% IRA match, Generous paid time off and flexible schedule.

*Habitat for Humanity of Iowa provides a fair and equal employment opportunity for all applicants regardless of race, color, religious creed, national origin, ancestry, age, gender, pregnancy, sexual orientation, gender identity, marital status, familial status, disability or genetic information, in compliance with applicant federal, state, and local law.*