

## Multi-Family Portfolio Management Position Description

**Title:** Portfolio Management Associate

**Role:** The Portfolio Management Associate will be responsible for overseeing and providing portfolio management and administrative and programmatic support of HDF's \$27 million Multifamily Loan Fund. The Associate will report to the Director of Lending, but work closely with other staff to monitor, analyze, and restructure individual loans in HDF's portfolio.

The Housing Development Fund, headquartered in Stamford, CT with offices in Danbury and Bridgeport, is a non-profit affordable housing counseling agency and loan fund that was established in 1989. HDF facilitates the development of affordable housing, both rental and homeownership, and assists households to become owners of affordable homes throughout southwestern CT. HDF accomplishes this by providing low-interest, flexible financing and technical assistance to developers; by providing homebuyer assistance financing and homeownership counseling to homebuyers; and by working with the private sector, non-profits and government to facilitate the creation of more affordable housing. At \$27 million, our multifamily loan fund consists of approximately 30 loans, with an average loan size of over \$800,000. HDF provides construction, rehabilitation and 30-year permanent financing of residential and multi-use projects throughout southwestern CT. HDF also manages a successful single-family loan fund with \$40 million in assets. For more information on our company, please visit our website at [www.hdf-ct.org](http://www.hdf-ct.org).

### Responsibilities:

- Monitor portfolio monthly for timely payment of principal, interest, and escrow reserves, with prompt follow-up on any delinquencies; provide delinquency summary to management
- Conduct ongoing asset management of the current loan portfolio, including regular financial analysis of individual assets and the overall portfolio, including interest-rate sensitivity analyses, net present value analyses, and rental/sale price analyses, site visits, and regular interaction with existing borrowers
- Contribute to the refinement of HDF's risk rating and loan loss reserve processes
- Prepare periodic asset management reports that provide an overview of clients' financial condition, organizational and financial trends, collateral coverage and any changes in their repayment ability
- Manage delinquent assets in the portfolio to an acceptable level in collaboration with HDF staff and outside counsel, as warranted
- Assist loan origination staff in loan set up for all new loan closings
- Perform activities associated with third party administrative contracts as they pertain to lending and asset management
- Generate quarterly principal and interest remittance analyses to investor banks and manage process for payment
- Maintain information on loan production and financing needs, including databases and other materials necessary to track loan origination performance and for use in preparing reports and correspondence, including grant proposals and applications, for investors, government agencies, and foundations
- Perform other related duties as assigned

### Qualifications:

Strong candidates for this position will have:

- At least three years experience in real estate asset management, lending, accounting or development of housing or commercial projects; experience and/or familiarity with the operations and accounting of non-profit organizations, especially community development financial institutions
- Excellent financial analysis skills, with outstanding attention to detail
- Excellent written and oral communication skills. Must have strong Microsoft Office skills, including intermediate to advanced Microsoft Excel, Access, Word and Outlook skills. PowerPoint skills are also required from time to time
- Strong time-management, multi-tasking, and organizational abilities as well as self starter skills
- An openness to learning new skills and systems, with an entrepreneurial work ethic
- A Bachelor's degree required; a related field of study is preferred (business, accounting, real estate)

**Additional information:**

1. Full time salaried position.
2. Fringe benefits are provided.
3. Three weeks paid vacation annually.
4. Supervised by Director of Lending.

**Please send a cover letter outlining your qualifications to meet the requirements of this position along with your resume to:**

Kevin Porter, Director of Lending  
Housing Development Fund  
100 Prospect Street, Suite 100  
Stamford, CT 06901

Or by email to: [kporter@hdf-ct.org](mailto:kporter@hdf-ct.org)