

**HOMESFUND  
POSITION DESCRIPTION**

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<b>CLASS TITLE:</b>	<b>Manager of Construction Lending</b>	<b>CLASS CODE: Non-exempt</b>
<b>REPORTS TO:</b>	<b>Executive Director</b>	<b>DATE: 4/2022</b>
<b>PAY SCALE:</b>	<b>\$28-30/hour</b>	
<b>LOCATION:</b>	<b>60-80% Remote – must reside in SW Colorado</b>	
<b>HOURS:</b>	<b>Full-time (40 hours per week)</b>	

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**THE ORGANIZATION:**

HomesFund is a 501(c)3 nonprofit organization with the mission of building diverse and resilient communities by supporting the development of affordable housing programs and empowering residents with the financial resources and educational tools to achieve homeownership in Southwest Colorado. HomesFund provides a comprehensive Homebuyer Assistance Program that include homebuyer education classes, pre-purchase housing counseling, and downpayment/mortgage assistance. Additionally, HomesFund has a Manufactured/Mobile Home Loan Program (MMLP) through which difficult-to-finance manufactured and mobile homes are purchased by low- and moderate-income homebuyers. Since 2008, HomesFund has graduated 2,500 households from homebuyer education classes, provided pre-purchase housing counseling to 1,738 households, and provided downpayment/mortgage assistance of \$10.8 million to 327 households who otherwise could not afford to buy a home in our high-cost market.

HomesFund is a small organization with 4 full-time employees and one part-time employee (this position will be for the 5<sup>th</sup> person on our team). HomesFund is based in Durango, Colorado.

**JOB SUMMARY:**

The Manager of Construction Lending is responsible for originating and monitoring HomesFund’s construction loans and ensuring that all construction or renovation work is performed properly, that homes are safe and habitable upon completion of the construction or renovation, and that the terms of the construction loan are properly implemented. The Manager of Construction Lending is also responsible for conducting Housing Quality Standards (HQS) inspections for Mortgage Assistance loans as required by funders. Program reporting and tracking is also required.

HomesFund is a small and dynamic organization, and we are seeking an individual that is flexible and adaptable, and who can take on additional duties as needed. Additional duties may include assisting with underwriting and originating mortgage/downpayment assistance loans, administration of deed restriction programs, monitoring repairs and renovations made to deed restricted homes, outreach and marketing, and support of the homebuyer education and housing counseling programs.

The Manager of Construction Lending will split his or her time between the HomesFund office in Durango, Colorado, field work at sites in Southwest Colorado, and working remotely from home. Though this position has a remote component, only candidates located in Southwest Colorado (or within commuting distance to Southwest Colorado from the other Four Corners States) will be considered.

**ESSENTIAL JOB FUNCTIONS:**

**Manufactured/Mobile Home Loan Program (MMLP):**

- Underwrite and originate MMLP loans
- Monitor MMLP construction loans including tracking draws, ensuring that construction and renovation work is done safely and properly, monitoring of lien releases and other duties that protect HomesFund’s collateral interest in the property, and other duties as needed
- Perform Housing Quality Standards (HQS) inspections on all homes financed through the MMLP
- Marketing and outreach for the MMLP
- Program reporting for the MMLP

**Mortgage Assistance Program:**

- Perform HQS inspections for homes being financed under the Mortgage Assistance Program
- Assist the Deputy Director in originating, underwriting, processing, and reporting on Mortgage Assistance loans
- Marketing and outreach for the Mortgage Assistance Program as needed

**New Programs:**

- Work with the Executive Director to create and implement a program through which HomesFund provides construction loans for low- and moderate-income homebuyers placing manufactured homes on land in Southwest Colorado. This program will likely launch in 2023.

**Other Duties:**

- Assist with administration and implementation of HomesFund's other programs including Homebuyer Education, Housing Counseling, Downpayment/Mortgage Assistance, Deed Restriction Management, etc.
- Some property management activities may be requested of the Manager of Construction Lending.

**EXPERIENCE, KNOWLEDGE, SKILLS, AND ABILITIES DESIRED:****Experience:**

- Construction, home inspection, or construction loan monitoring experience required, with manufactured home placement or lending experience preferred
- Position requires acquisition and maintenance of National and State of Colorado Mortgage Loan Originator Licenses

**Knowledge and Skills:**

- Knowledge of mortgage lending, real estate, and the Southwest Colorado housing market
- Strong computer skills, including the ability to work with Microsoft Office, Excel, PowerPoint, Calyx (or similar loan origination software)
- Knowledge of nonprofit or governmental agencies is beneficial
- Bilingual Spanish/English is beneficial, but not required

**Skills, Character and Attitude:**

- Proven ability to work effectively with community organizations, clients, and public officials
- Strong spreadsheet and financial analysis skills
- Ability to read and interpret financial statements and credit reports
- Strong written and verbal communication skills
- Experience working successfully with individuals of diverse backgrounds
- Demonstration of a strong customer service ethic

**Licenses and Continuing Education:**

- Position requires licensing as a Mortgage Loan Officer in the State of Colorado
- Certification as a HUD certified Housing Counselor may be required
- Annual Continuing Education and maintenance of various certifications required