



Job Opening: Grant & Loan Manager

Organization Description: Seeking to put God's love into action, Habitat for Humanity brings people together to build homes, communities and hope. Habitat for Humanity of Oregon (HFHO) provides fundraising, training, disaster preparedness and advocacy support to all 28 Habitat affiliates—the dedicated staff and volunteers providing affordable homeownership and repairs in communities across our state.

Position Description: The Grant and Loan Manager will join a highly functioning and capable team to administer Habitat for Humanity of Oregon's grant and loan programs. This key team member will successfully apply for and distribute approximately \$1.5 - \$3 million per year to Oregon Habitat for Humanity affiliates. The Grant and Loan Manager will communicate with lenders, funders and Habitat affiliates; ensure accurate and timely disbursements and reports; and provide technical support to affiliates in financial management and business planning.

Responsibilities and Duties:

- Work closely with the Executive Director to plan, coordinate, and execute the annual budget, including preparing dashboard reports for each grant and loan program.
- Lead and manage the day to day requirements for multiple housing programs, including but not limited to state and federal funded grants and an accelerated asset recovery loan program.
- Maintain a high level of knowledge regarding housing programs - seeking additional training when new rules are implemented.
- Educate Habitat Affiliates on the programs available and related topics
- Work closely with affiliates to ensure success in meeting program requirements
- Write and renew grant and program applications
- Coordinate the day to day administrative and operational tasks regarding all housing programs; implementing new processes and approaches as needed
- Help to implement a loan packaging program
- Research and identify new funding programs
- Work closely with the Executive Director to grow the organization's lending products and CDFI. The organization is a Community Development Financial Institution (CDFI).
- Manage and Supervise Federal Home Loan Bank of Des Moines Grant Program
 - tracking affiliate home closings (on Excel spreadsheet)
 - processing applications (income verification, cost of home, loan documentation)
 - preparing applications for submission to FHLB-Des Moines (FHLB-DM)
 - collecting materials and compiling them into annual grant applications to FHLB-DM
 - maintaining database of characteristics of funded homes / homeowners
 - ensuring affiliates understand the application process and requirements
- All other duties assigned

Reports to: Executive Director

Status: Full-time, Exempt

Location: North Portland

Rate of Pay: \$60,000 – 64,000 per year, depending on experience

Benefits: Employer-provided medical and vision coverage; dental coverage available through a cafeteria plan; generous vacation and sick leave; paid holidays; 3% retirement savings match incentive

Qualifications: Applicant must have experience working directly with state and/or federally funded housing programs such as HOME, CDBG, USDA-RD or FHLB. Bachelor's Degree or equivalent experience is required. Experience with community lending programs is highly preferred. Applicant must have a sound understanding of program finances and budgets. Applicant must be results driven with the ability to balance multiple tasks at once while still meeting strict program deadlines. Applicant must have sound administrative and organizational skills with well-developed interpersonal skills—the ability to get along with diverse populations. Applicant must be capable of working independently by being able to research answers to unknown questions.

Knowledge, Skills and Abilities:

- Thorough, organized, accurate and detailed in approach to work.
- Possesses strong communications skills (written, verbal, presentations); able to deal with and forge relationships with a variety of people and personalities. Ready, willing and able to have a lot of public contact.
- Possesses strong problem solving skills: identifies potential problems, evaluates options and develops action plans.
- Able to evaluate individuals and organizations to assess their capacity to carry out plans and tasks.
- Able to create, coordinate, lead and/or carry out effective technical assistance sessions
- Possesses a creative approach to situations—has the ability to see potential and find a way to maximize it.
- Appropriate computer skills; able to skillfully use word processing, spread sheets, accounting, data bases, the internet and other software programs.
- Works as an effective and proactive team player; flexible and productive in an environment with regular interruptions.
- Plans, prioritizes, multi-tasks and completes a variety of work assignments within deadlines; effective time management and self-management skills.
- Able to perform work independently and work under supervision.
- Strong commitment to Habitat for Humanity's mission.
- Positive, optimistic outlook
- Primary responsibilities require travel to locations around Oregon by car. Must have a valid driver's license and be eligible to rent vehicles to visit off-site locations.
- Ability to lift, move and set up necessary equipment for presentations.
- Flexible work hours requiring regular work in excess of 40 hours/week. Must be willing to work occasional evenings and weekends. Some overnight travel.

To Apply: Please send a cover letter and resume to Shannon Vilhauer, Executive Director:

shannon@habitatoregon.org, Fax # (503) 206-7456 or P.O. Box 11452, Portland, OR 97211. This position will remain open until filled.