

HARTFORD COMMUNITY LOAN FUND
Hartford, Connecticut
Commercial Real Estate Loan Officer
Full-time position

Hartford Community Loan Fund (HCLF) is a not-for-profit community development financial institution (CDFI) with a focus on promoting and providing affordable and just capital for the benefit of low-to-moderate income and underserved households in HCLF's investment area. HCLF provides construction-permanent financing to developers creating affordable housing opportunities in residential and mixed-use properties throughout the state of Connecticut. Approximately 80% of HCLF borrowers are local, non-white, early-stage developers seeking to build real estate investment portfolios primarily in urban communities throughout Connecticut. More information about HCLF can be found at our website: www.hartfordloans.org.

Position Summary: The primary responsibility of the **Commercial Real Estate Loan Officer (CRELO)** is to originate commercial real estate construction loans for investor-owned residential and mixed-use properties in accord with HCLF lending policies. The CRELO will be expected to market the HCLF construction-rehab loan program, analyze and underwrite loan applications, and develop loan packages for presentation to the appropriate approval authorities within the organization. The CRELO will also assist with portfolio management responsibilities, including loan modifications and restructurings.

Reports to: HCLF Director of Lending

Duties and Responsibilities:

- Represent HCLF to prospective borrowers & borrower networks, including municipal officials, apartment building owners, building owner associations, real estate and mortgage brokers, attorneys, and accountants;
- Complete preliminary assessment of credit request to determine if the request meets HCLF's program guidelines;
- Assist Loan Processor in gathering a complete loan application package;
- Underwrite Credit Request, including evaluation of appraisal, real estate operating proforma, borrowers and guarantors' financial capacity, credit history, and experience;
- Prepare and present loan approval packages and recommendations to appropriate approval authorities as determined by HCLF lending policies;
- Review loan documents prior to closing, working with HCLF counsel to revise as necessary;
- Assist with portfolio management tasks, including loan modifications and restructurings;
- Provide technical assistance to applicants as appropriate;
- Meet loan production, business development, credit analysis, client relationship, teamwork, and continual improvement goals.

Skills and Experience:

- Minimum of three years commercial real estate underwriting/lending or related experience;
- Ability to maintain active relationships with referral sources and other key stakeholders;
- Ability to communicate effectively verbally and in writing;
- Commitment to social justice issues and quality affordable housing;
- Ability to think creatively in structuring of real estate financing transactions; and
- Adept with Microsoft Office applications, especially Excel, Word, and Outlook.

HCLF will provide necessary training to the CRELO specific to the administration of HCLF's Construction-Rehab lending process.

Compensation and Benefits: HCLF offers a competitive combination of:

- Fixed Salary
- Commission on originations
- Additional incentive for achievement of individual lending goals

HCLF also offers a competitive benefits package which includes: medical/dental coverage, flexible spending accounts, disability and life insurance, and an employer-matched retirement plan.

HCLF is an equal opportunity provider and employer. HCLF does not discriminate in hiring or employment practices on the basis of race, ethnicity, gender identification, national origin, age, religion, sexual orientation, disability, marital or familial status, ancestry, or status as a veteran.

HCLF values and is committed to maintaining a multicultural work environment. Women and persons of color are strongly encouraged to apply.

Interested and qualified candidates should submit a cover letter with resume to C.Richardson@HartfordLoans.org. No phone calls please.