

HARTFORD COMMUNITY LOAN FUND
Hartford, Connecticut
Community Development Mortgage Loan Officer
Full-time position

Hartford Community Loan Fund (HCLF) has expanded the geographic investment area of our Construction-Rehab Lending (CRL) Program to include ten additional towns in the Greater Hartford region. To facilitate the continued growth of the CRL Program, HCLF is seeking an individual for the full-time position of **Community Development Mortgage Loan Officer**.

Position Summary: The **Community Development Mortgage Loan Officer** (LO) performs a range of lending activities to originate and underwrite CRL Program mortgage loans for single, multi-family and mixed-use properties, and assist in the marketing of HCLF's construction loan and permanent loan products. The LO reports to the Director of Lending and works closely with other HCLF staff members who assist in processing, closing and servicing loans. Through HCLF brokerage relationships, the LO will also provide conventional mortgage products to prospective borrowers in HCLF's investment area.

Responsibilities: Following are responsibilities of the LO, which include, but are not limited to:

- Increase visibility of HCLF loan products in underserved areas and to underserved populations through marketing and new business development activities with realtors, current/potential homeowners, investors, contractors, developers, and other stakeholders to generate business and meet organizational production goals;
- Provide technical assistance to customers on housing finance, subsidy sources, property/construction management, risk mitigation and other housing-specific topics;
- Ensure collection of all supporting documentation and process the application in a timely manner. Communicate effectively with customers, realtors, attorneys, staff and other stakeholders to efficiently underwrite and close loans;
- Prepare Loan Approval Summary recommendations for management and Loan Committee review in accordance with the HCLF underwriting guidelines. Present the final Loan Approval Summary to Loan Committee for approval. Prepare Commitment Letters for approved loans;
- Conduct property site visits as necessary; and
- Perform other duties and tasks as assigned.

What we'd like to see: We think the following qualifications can help the Loan Officer achieve great results in their work here:

- NMLS licensing as Mortgage Loan Originator (MLO) with at least three years of recent work experience as MLO (NMLS Licensing and MLO experience are requirements);
- Bachelor's Degree;
- Experience with underwriting and managing construction loans, including a good understanding of the construction advance/draw process;
- Commitment to social justice issues and high quality affordable housing;
- Good written and verbal communication skills; ability to make effective public presentations to a range of audiences;
- Desire and ability to think creatively in providing capital to historically underserved communities;
- Working knowledge of Microsoft Office software applications; and
- Fluency in Spanish.

HCLF will provide necessary training to the LO specific to the administration of its Construction-Rehab lending process.

Compensation and Benefits: HCLF offers a competitive combination of:

- Fixed Salary
- Commission on HCLF-direct CRL Program mortgage loans (100 bps)
- Commission on HCLF-brokered mortgage loans (75 bps)
- Additional incentive for achievement of organizational 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, color, 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 minorities are strongly encouraged to apply.

About Hartford Community Loan Fund: We're the good guys in the financial services industry – a 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. We are focused on providing financing that creates and rehabs affordable housing. More information about HCLF can be found at our website: www.hartfordloans.org.

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