



## **JOB ANNOUNCEMENT**

### **Micro-Lending Manager – Los Angeles (Part-time)**

#### **The Organization:**

CSH transforms how communities use housing solutions to improve the lives of the most vulnerable people. We offer capital, expertise, information and innovation that allow our partners to use supportive housing to achieve stability, strength and success for the people in most need. CSH blends over 20 years of experience and dedication with a practical and entrepreneurial spirit, making us the source for housing solutions. CSH is an industry leader with national influence and deep connections in a growing number of local communities. We are headquartered in New York City with staff stationed in more than 20 locations around the country.

#### **TEAM: Los Angeles Program**

CSH's Los Angeles Program office opened in 2004 with one full-time employee and has since grown to a staff of eight. Since 2004, CSH LA has provided over \$60M in predevelopment and acquisition loans and \$2.4M in grants that stimulated the development of nearly 4,000 new units of permanent supportive housing throughout LA County. The Los Angeles Program continues to be a catalyst for supportive housing creation in every region of LA County, with a special focus on vulnerable populations including homeless youth, older adults, formerly incarcerated individuals, and frequent users of the health system. CSH LA is also committed to increasing the capacity of all supportive housing partners including property managers, service providers, and residents to create and sustain strong communities.

#### **The Position:**

CSH is seeking an energetic, results-oriented individual for the position of Micro-Lending Manager. The Micro-Lending Manager will be half-time and based in the CSH Los Angeles office. This is a new position that will report to the LA Team Director and Associate Director as well as work closely with CSH's Community Investment Team.

The Micro-Lending Manager will launch up to two new micro-lending products for which CSH has secured funding. These products will be designed in collaboration with CSH's Community Investment (CI) team and may include the following:

- A Security Deposit Pilot to provide security deposits for individuals referred by supportive housing providers with approved rental subsidy assistance seeking to transition out of supportive housing and into affordable housing. The Micro-Lending Manager will spearhead a feasibility analysis, design and launch of this product or an alternative product, and track and report the outcomes from the product. Once launched, the Micro-Lending Manager will originate and monitor the funding actions made through this program.
- A Rehab Loan Pilot for private property owners to fund costs associated with bringing their housing stock into Housing Quality Standards compliance for rental subsidy programs. Depending on feasibility, these loans may provide capital to private landlords to make physical improvements to their properties in order to prepare the units for supportive housing tenants. The Micro-Lending Manager will lead the design and implementation of this product. Depending on final design, the Micro-Lending Manager may originate and help the CI team monitor these loans.

If, after an analysis, either one or both of the above pilot lending products is determined to be infeasible, the Micro-Lending Manager would work to develop replacement products.

#### **Responsibilities:**

- Design, launch, and implement the Security Deposit Pilot and Rehab Loan Pilot, or alternative small loan product(s) if one or both are found to be infeasible.
- Develop an efficient application and approval process for micro-lending adhering to CSH's current systems as appropriate given the small size of these loan products.
- Develop and implement an efficient monitoring and tracking protocol to collect and report data on the program's effectiveness.
- Cultivate relationships with for-profit building owners, supportive housing providers, borrowers, funders, financial institutions and other external partners. Promote increased visibility in market. Build referral networks. Provide high quality external relationship management.
- Work directly with potential borrowers, which may include supportive housing tenants and nonprofit and for-profit building owners, to evaluate their financial health, determine financing needs, verify credit-readiness, and assess project feasibility.

- Assist borrowers with connecting to financial literacy programs, and provide support to these programs, as needed.
- Work with CSH's Los Angeles and CI Teams to support other programmatic activities, as appropriate. Attend local staff meetings and other events.
- Originate micro-loans based the program framework created incorporating CSH's risk tolerance. Propose loan structure that meets borrowers' needs while adhering to CSH's credit policies.
- Conduct necessary financial analysis and due diligence of loan requests, including but not limited to borrower credit checks.
- Prepare and present loan and/or program recommendation memos for review and approval.
- Work with other CSH staff and legal counsel to close and disburse loans.
- Manage loan pipeline tracking system and lead regular status update calls for Los Angeles micro-lending.
- Develop and maintain effective partnerships with a wide range of public and private agencies to review project feasibility and sponsor organizational capacities.
- Support Los Angeles policy and fundraising efforts as they relate to CSH lending and local program activities.
- Represent CSH at conferences, trainings and other events.

### **Qualifications:**

- Bachelor's degree preferred. Additional experience may substitute for education.
- Minimum of 6 years of experience in micro-lending, low income/supportive housing development or finance.
- Knowledge of low income financial supports and programs, including financial literacy programs, community banking initiatives, etc.
- Experience with micro-lending strongly desired
- Experience working directly with people who are formerly homeless or extremely vulnerable in a manner that is culturally competent.
- Familiarity with and/or interest in issues related to supportive housing including homelessness, low-income housing, finance, state and local policies, social service delivery, community development, mental illness, AIDS, harm reduction, etc.
- Excellent verbal and written communication skills.
- Strong analytical, interpersonal, communication and presentation skills.
- Demonstrated skills using Microsoft Office Suite (Word, Excel, Access, Outlook and other development feasibility tools).
- Demonstrated experience at managing multiple assignments effectively.
- Candidates must be able to take initiative and pursue program goals with minimal supervision.

### **To Apply:**

<https://home2.eease.adp.com/recruit/?id=14766852>

Candidates should apply by clicking on the link below. All candidates should attach their **Resume, Cover letter and Salary Expectations as one Microsoft Word or PDF document.**

(Please note that some internet browsers may not allow you to upload files, if this is the case please copy and paste your resume and cover letter in the text box)

*CSH is committed to a policy of equal treatment and opportunity in every aspect of its relations with staff members and prospective employees, and will not discriminate against applicants for employment because of race, creed, color, national origin, age, disability, marital status, sex, or sexual orientation. CSH is also committed to a policy of affirmative action in the hiring of staff and encourages employment applications from people who are representative of the culturally and ethnically diverse communities CSH serves.*