

JOB DESCRIPTION

Job Title	Grant Management (Loan) Supervisor		
Supervisor's Title	Deputy Director/Chief Financial Officer		
Department	Housing	Grade	N/A
FLSA Status	Exempt	Date Revised	April 9, 2019

POSITION PURPOSE	<p>The Denver Urban Renewal Authority manages six affordable housing programs, which match low- and moderate-income Denver residents with grants and low-interest loans for repairs, accessibility improvements, and lead hazard control. The programs are funded via contracts with the City of Denver (which passes Federal funding through to the Authority), the State of Colorado, and Denver Water. The programs are run by the Authority's Housing Department, which has two teams: (1) intake and loan underwriting, and (2) rehabilitation.</p> <p>Reporting to the Deputy Director/CFO, the Grant Management (Loan) Supervisor is responsible for managing both the contract administration processes and the loan and intake team. This includes responsibility for all federal (subrecipient), state and city contracts, all loan processing functions undertaken by the Authority through such contracts, contract administration, and portfolio management, while maintaining compliance with applicable laws, regulations and federal funding guidelines. This position requires knowledge of federal grant requirements, state and city contracting requirements, the ability to manage, train and motivate employees, and an understanding of loan operations, processes and procedures.</p>
ESSENTIAL DUTIES	<ol style="list-style-type: none"> 1. Together with the Deputy Director and Construction Supervisor, oversee the management, administration, budgeting, and marketing of a variety of affordable housing programs. 2. Establish guidelines, best practices and standardized reporting for programs with a variety of funding sources, including HUD (HOME, CDBG, LBPHC), state and city grants. 3. Lead and supervise the Loan staff (Loan Specialists and Intake Specialist), including: training and evaluation; prioritizing and ensuring accurate and timely completion of work; fostering accountability. 4. Underwrite a portfolio of loans from intake to payoff; prepare loan packages for Deputy Director approval. 5. Oversee and approve all grant and loan processing performed by Loan and Intake Specialists, including: intake and pipeline management; underwriting, loan approval, subordination agreements and loan modifications; referral to Rehabilitation Specialists; approval of contractor payments; loan closings; payoffs. 6. Audit loan files to ensure federal, state, city and internal compliance requirements are met. 7. Provide guidance and expert advice on complex contract administration, federal funding, and loan issues. 8. Develop and track program budgets for each program administered; compile monthly, quarterly and annual reports for Deputy Director/CFO approval. 9. Manage loan and intake portion of the department's customer relationship management (CRM) system. 10. Establish procedures and implement process improvements to facilitate efficient operations. 11. Prepare requests for proposals and assist with contract negotiation in accordance with the Authority's procurement policy and guidelines. 12. Oversee the transmission of loan files to loan servicer according to established procedures. 13. Monitor and track delinquent loans and make recommendations for effective alternatives.

14. Assist with housing program marketing in conjunction with the Authority's communication consultants and the Deputy Director/CFO.
15. Other duties as required.

OTHER DUTIES

1. Serve as a point-of-contact for City departments and local housing agencies; respond to inquiries regarding the Authority's housing programs.
2. In conjunction with the Deputy Director/CFO, prepare monthly and/or periodic program performance reports for the Board of Commissioners.
3. Work closely with the Deputy Director in program development, including but not limited to: outreach to enhance the Authority's community profile; partnerships with public and private organizations to raise program awareness and pursue additional funding resources; presentations to community groups, City agencies and nonprofit organizations about the housing programs.
4. Participate on committees and special projects as required.

SUPERVISORY DUTIES

1. Supervise the activities of three Loan Specialists and one Intake Specialist.

INCUMBENTS ARE HELD ACCOUNTABLE FOR ALL DUTIES OF THIS JOB

JOB SPECIFICATIONS

**KNOWLEDGE/SKILLS
AND EXPERIENCE**

- Excellent communication skills (verbal and written); ability to effectively communicate in public and present information in a concise and understandable format.
- Bilingual (English/Spanish) preferred.
- Strong supervisory and leadership skills; demonstrated ability to build and maintain productive, high-performing teams.
- Understanding of and experience in the administration of federal and state grant funded affordable housing programs and their compliance requirements. In depth knowledge of HUD requirements, especially for HOME and CDBG funding.
- Experience in evaluating program participant eligibility, underwriting and other loan processing practices, methods and procedures. Knowledge of residential real estate lending a plus.
- Experience analyzing and administrating complex contracts and agreements.
- Demonstrated ability to work under pressure, multi-task conflicting demands, meet deadlines and work independently.
- Demonstrated ability to successfully work in a sensitive political environment and deal with sensitive situations with tact and diplomacy.
- Exceptional ethical standards and the ability to maintain highly confidential client information.
- Demonstrated ability to work with governmental and private sector agencies.
- Strong skills computer skills, including Microsoft Office Suite (especially Excel and Access).
- Knowledge of and experience in using CRM software; ability to run reports, analyze outputs and make recommendations.
- Experience developing and implementing technology improvements a plus.
- Valid Colorado driver's license required.

Education – Bachelor's degree in Business, Finance, Real Estate, Public Administration, or related field. Graduate degree and/or evidence of continuing education desirable.

Experience – Five years' experience managing affordable housing or other grant-funded programs for low- and moderate-income populations, including three years' experience supervising staff. Three years' experience working in community development, grant management and administration, or a related field. Some experience working for a government agency or nonprofit entity is required.

**WORKING
CONDITIONS**

- Primarily office with some off-site meetings
- May be required to enter clients' homes
- May be required to use personal vehicle
- Occasional evening and weekend hours

NOTE: This job description is not intended to be an exhaustive list of all duties, responsibilities, or qualifications associated with the job.

APPROVAL SIGNATURES

Executive Director _____

Date _____