



## Job opportunity | Lending Associate

*If you are looking for an opportunity to build a career in real estate and affordable housing finance, come join MHP and work for a dynamic mission-driven organization!*

### **About Us:**

The Massachusetts Housing Partnership (MHP), a non-profit public agency, is a national leader in affordable housing finance and a primary lender in Massachusetts for the financing of affordable and mixed-income rental housing. MHP has over \$1.5 billion in credit lines from Massachusetts banks and is an approved Fannie Mae affordable multifamily lender and an FHA Risk-Sharing Program and MAP lender. MHP-financed properties include mixed-income developments for families, single-room occupancy housing, assisted living and other facilities serving the elderly, and properties serving special needs populations. MHP's borrowers range from small non-profit and for-profit developers to some of the largest and most sophisticated developers in the Northeast.

At MHP we celebrate diversity and are committed to creating an inclusive environment for all employees.

### **Benefits our employees value:**

MHP understands that benefits are an important consideration when looking for a new role. We are proud to offer our employees a comprehensive benefits package including:

- Hybrid and flexible work schedule
- Health insurance through the state's Group Insurance Commission
- 403b retirement plans with match up to 10% and immediate vesting
- Annual 5-week paid time off (PTO) benefit
- Fully paid group term life, short-term disability and long-term disability insurance
- Dental insurance through Metlife with 90% of premium paid by MHP
- Medical and dependent care Flexible Spending Accounts
- Public transportation reimbursement
- Tuition reimbursement and professional development assistance
- First time homebuyer assistance
- Home office benefit
- And more

## **Current Opportunity:**

As a Lending Associate you will provide critical assistance to MHP's multifamily rental financing team. This is a collaborative and dynamic role working with the existing loan underwriting, processing, and analytical team.

This position offers opportunities for learning and growth within the field of affordable housing finance. The Lending Associate responsibilities fall under three main areas: underwriting, funding operations, and analytical & reporting support. The Lending Associate will support loan officers in the loan underwriting and closing process for individual transactions. These responsibilities include coordination of loan applications, engagement of third-party reports, market analysis research, appraisal review, and assistance in the preparation of credit analyses. This role will also assist in the management of the loan funding process with MHP's bank partners and other capital sources, such as FHA and Fannie Mae. Additional responsibilities include analysis and reporting on MHP's lending activities, assisting in the maintenance of MHP's underwriting tools, and other administrative and technical support to the lending team as needed.

MHP is currently working on a hybrid model of up to 2 days per week in our Boston office. Successful candidates will work out of our Boston office per our hybrid schedule. MHP employees are required to be fully vaccinated against COVID-19 or have an approved exemption per our vaccination policy.

## **Experience and Skills:**

MHP is looking for candidates with foundational knowledge or demonstrated interest in multifamily lending, from 1-2 years direct employment experience or other comparable educational experience. A deadline-driven and detail-oriented mindset will support success in the role. Other key skills include strong organizational skills, ability to juggle multiple priorities and demonstrated ability to work in a team environment. The Lending Associate should have strong communications skills (oral and written) and be comfortable interacting with people from many different levels, both internally and externally. Proficiency in Adobe and Microsoft Office suite are essential skills, particularly Word and Excel. Experience with Salesforce or other customer relationship management (CRM) systems a plus. We are looking for someone with a bachelor's degree or equivalent knowledge, skills and experience as well as a demonstrated interest in affordable housing.

*MHP is committed to creating a diverse and inclusive workplace and is proud to be an equal opportunity, affirmative action employer. All decisions are based on business needs, job requirements and individual qualifications without regard to race, religion, color, national origin, gender, sexual orientation, gender identity, gender expression, age, past or present military service, status as an individual with a disability, or any other legally protected characteristics. MHP is committed to compliance with all fair employment practices regarding citizenship and immigration status. Reasonable accommodations may be made to enable individuals with disabilities to perform essential job functions.*

**If you are interested in joining our team, please go to our [Careers page](#) to complete our brief online application.**