

Multi-family Portfolio Manager

(Hybrid)

Leadership Position

Leadership position managing the intake, processing, underwriting, funding and post-funding monitoring of a multi-billion dollar portfolio of affordable rental and ownership development residential projects. Manages staff of multi-family portfolio analysts, delivers periodic presentations and updates to executive management, the Bank's Advisory Council and Board of Directors. Includes business development and risk management responsibilities.

Key Functions

- Manages the Multi-family Portfolio team which includes five Analysts
- Manages rental and single-family projects in various workflow stages (i.e. application intake, underwriting, processing, funding and monitoring).
- Manages established production metrics and regulatory deadlines
- Schedules and assigns work, provides directional leadership regarding delegation and prioritization of work, and establishes responsibilities within the team structure, while ensuring the efficient use of team resources.
- Works with senior management to develop and modify current procedures and workflows to streamline operational activities to deliver on its commitment to service excellence.
- Reviews and recommends appropriate risk measurement, risk assessment, management, mitigation, and reporting processes.

Essential Skills and Background

- Cash-flow analysis, multi-family finance underwriting
- A thorough understanding of the principles of residential development real estate, strong math skills, and the ability to identify and resolve complex financial problems
- Extensive experience with analyzing project financials, underwriting multifamily housing and community economic development real estate is preferred.
- A knowledge of the principles of community development finance and the operations of regulated financial institutions.

Minimum Requirements

- A bachelor's degree and a minimum of five years' experience in residential or commercial real estate lending, processing or underwriting. Management/Supervisory experience, or the equivalent combination of education and experience is necessary. A master's degree is preferred.
- Hybrid position; must be willing to work and live in the state of Georgia

To Apply Visit: <http://corp.fhlbatl.com/who-we-are/career/>

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