



Job Opportunity | Real Estate Portfolio Analyst

Learn affordable housing and real estate finance in a highly professional environment.

The Massachusetts Housing Partnership (MHP), a non-profit public agency financed by the banking industry, is a national leader in affordable housing finance and a primary lender in Massachusetts for the financing of affordable rental housing. MHP has over \$1.2 billion in credit lines from Massachusetts banks and is an approved Fannie Mae multifamily affordable housing lender and a FHA Risk-Share Program and MAP lender. MHP's borrowers range from small non-profit and for-profit developers to some of the largest and most sophisticated developers in the Northeast. All of MHP's loans require that a percentage of the units in each property be rented at affordable rents to income-eligible households.

We are seeking a Real Estate Portfolio Analyst who will provide analytical and administrative support to the Portfolio Management Team. This position will assist in the ongoing long-term management and servicing of MHP's loan portfolio. Specific responsibilities include analyzing borrower financial statements, identifying performance trends, tracking reporting requirements for the loan portfolio, reviewing reports for compliance with affordability restrictions and processing escrow and reserve requests.

This is a junior level position with opportunity for growth. Applicants must be self-starters with excellent organizational and communication skills. This position would be ideal for a recent college graduate who has a desire to work in a mission-driven non-profit organization, as part of a dedicated team of real estate professionals.

Qualifications:

- Minimum of 1 year of accounting, real estate analysis, asset management, property management or related experience
- Computer proficiency, including spreadsheets, database programs and experience with complex data systems a plus
- Strong analytical skills including familiarity with reviewing financial statements
- Bachelor's Degree or equivalent experience required. Knowledge of affordable housing programs a plus.
- Excellent interpersonal skills required, including the ability to work well in a small team environment and effectively manage relationships with MHP's borrowers.

To apply: Please send a cover letter (required) and resume to Ivette Timberlake, Human Resources Manager, 160 Federal Street, 2nd Floor, Boston, MA 02110 or via e-mail to mhphr@mhp.net

Salary commensurate with experience; excellent benefits. MHP is an Equal Opportunity Employer.