



## Ventana Fund

1710 Central Ave. SW, Suite C  
Albuquerque, NM 87104  
www.ventanafund.org

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### Job Posting: Finance Director

#### BACKGROUND

The Ventana Fund is a nonprofit CDFI headquartered in Albuquerque, New Mexico. We are dedicated to financing the creation and preservation of affordable multi-family housing by providing low-interest loans for developers who serve New Mexico's low-income residents and high need communities. Since the organization was started in 2014, we have lent over \$20MM to create and preserve over 1,000 units of housing across the state of New Mexico. We are currently overseeing over \$17 million in assets in 28 loans. We are looking to hire a Finance Director to help run the organization as we head into 2022.

The organization started as an all-volunteer organization. Over the past two years, we have started transitioning out of our volunteer roots, and have brought on a Deputy Executive Director as a full-time staff member. We are looking for someone who is interested in learning more about the financing of affordable housing in New Mexico to continue the transition out of the all-volunteer space and is looking to grow with the organization as we bring in additional funding into the housing sector of New Mexico.

**JOB TITLE:** Finance Director

**SALARY RANGE:** \$45,000-\$65,000

#### JOB DESCRIPTION:

The Finance Director will be responsible for assisting with loan underwriting, production, closing, and monitoring. They will also be responsible for supporting Ventana Fund's Executive Director in managing & growing the organization.

This position will require a highly motivated and responsible individual with good office and time management skills that can perform repetitive as well as non-routine assignments. This individual must be a self-starter capable of performing work with minimal direct supervision.

This is an Exempt position located in the Albuquerque office.

Duties	Percent of Total
Assist in Processing Loans	30%
Assist in Managing the Organization	30%
Monthly or Annual Reporting to Funding Sources	20%
Research Potential Areas of Expansion for Ventana Fund	20%

## SCOPE OF SERVICES:

### Daily/Adhoc

- Check Ventana Fund Website emails for potential new leads and either follow up on lead or forward to credit/loan officer
- Assist loan officer in pulling credit reports & reviewing loan packages.
- Coordinate with the board chair, loan committee chair, title company, escrow company, Ventana Fund attorney, loan officers, and borrower on items to get to closing
- Update Ventana Fund website as necessary

### Weekly:

- Respond to / coordinate with board member requests, borrower requests, and overall strategic plan
- Identify appropriate issues and priorities for board consideration in support of the Ventana Fund Mission

### Biweekly

- Collect invoices, submit to chair for approval, tender to accountant for check cutting, then board plus one other board member signing, then mail
- Drive by Valencia Park apartments, take photos of exterior, and note any items that need to be addressed

### Monthly

- Prepare, Compile, & Coordinate monthly reports: monthly financial statements, bank reconciliation reports, property management reports, funding source reports (CDFI Fund, NMSBIC, MFA, Enterprise Bank)
- Monitor compliance with rent on all properties and maintain documentation (rents must be at or below 80% AMI, with as many units as possible below 60% AMI for the term of the loan)
- Coordinate & Prepare Packets for Board Meetings, Loan & Finance Committee Meetings
  - Preparing agendas and meeting minutes in a clear and concise format
  - Preparing board and committee meeting packages and disseminating to chair(s) and members at least three (3) days in advance of meeting
  - Following up on previous meeting action and information items

### Quarterly

- Perform base rate review
- Maintain Tenant Income Certification Forms and monitor incomes of tenants
- Q2 & Q4 - confirm property taxes and insurance have been paid on loans in the portfolio
- Training – credit analysis, property valuation, and good governance for non-profits
- Coordinate property committee / Valencia Park LLC board meeting

### Annually

- Maintain tickler calendar of Ventana Fund key milestones:
  - Help Manage Annual Audit
  - Generate annual report for website / partners / vendors
  - Review D&O insurance

- Maintain documentation of bond or fidelity insurance for any contractor providing accounting or financial services to Ventana Fund
- Track MFA contracts and agreements and address items needed for renewal
- Track board member service dates
- Track resident income compliance with borrowers in annual report
- Coordinate CDFI funding applications, reporting, and management with assistance from retained CDFI consultant
- Assist board leadership in every other year strategic planning sessions to develop new products, procedures, etc.
- Loan Committee:
  - Develop standardized application form, flow chart of process and annual calendar for approvals, meetings, etc., and publish to website for borrowers

### **QUALIFICATIONS AND SKILLS REQUIRED**

- Bachelor's Degree in Finance, Accounting, or other program with relatable experience
- Good office and computer skills, particularly MS Office suite programs
- Ability to make good, sound-judgment decisions
- Ability to assess and prioritize multiple tasks, projects and demands
- Ability to establish priorities
- Knowledge of problem-solving techniques
- Ability to interpret and apply organizational policies and procedures
- Ability to complete tasks within deadlines
- Maintain effective working relationships with Ventana Fund staff, contractors, and Board members
- Good oral and written communication skills
- Ability to develop a reasonable understanding of Ventana Fund loan programs
- Ability to work and perform in conflict/crisis environments
- Demonstrate behavior that maintains Ventana Fund's credibility, integrity, and positive image in the state

### **SUPERVISORY RESPONSIBILITIES**

This position does not require any supervisory responsibilities.

### **PHYSICAL DEMANDS**

This position requires basic physical demands for working in an office environment including, sitting for long periods, using computers and other typical office equipment, driving a car/van, carrying documents, and walking.

### **TRAINING**

No special training is required for this position. Standard training for all employees will be applied to this position as well as any training deemed beneficial by management in the future.

### **COMMUNICATIONS**

Reports to the Executive Director and interacts with Ventana Fund employees and contractors, New Mexico State agencies staff, Federal agencies staff, state and local elected officials, the public, and private and/or corporate entities.

**EQUIPMENT USED**

Typical office equipment will be used such as computers, calculators, phones, copier/printers, projectors, and cars/vans.

**WORK ENVIRONMENT**

This position will work in a standard, smoke-free, indoor office environment with other staff. On occasion, the Finance Director may travel within the state to attend inspections, appraisals, and perform site visits on Ventana Fund financed or potentially financed apartment communities.

**CONDUCT**

As an employee and representative of Ventana Fund and its Board of Directors, all personnel are required to exhibit and practice the highest standard of honesty and integrity and must perform under a standard of professional behavior that requires adherence to the highest principles of ethical conduct in all aspects of the position.