Loan Portfolio and Asset Manager

About WCRA

The Washington Community Reinvestment Association (WCRA) is a Seattle-based nonprofit banking consortium. Through a shared-risk loan pool of 32 Washington banks and additional public funds, we provide long-term financing for multifamily affordable housing and other real estate–based community development across Washington State. Since 1992, WCRA has committed $400 million to create more than 12,000 housing units, and we currently manage $200 million in lending commitments. Our current loan portfolio outstandings exceed $140 million.

Working at WCRA means putting your lending skills to work for a mission: expanding affordable housing and economic opportunity through partnership. Learn more at wcra.net.

Position Summary

Reporting to the President, this position is responsible for ongoing asset management in the WCRA loan portfolio. This includes monitoring individual loan performance and overall portfolio management. This position produces and manages the ongoing portfolio and loan-specific information and serves as the main reporting contact for property managers and other borrower representatives. This role works directly with the Vice President and Director of Lending and has complementary work functions with loan servicing and loan administration.

Key Responsibilities

- Input and manage loan performance data in the loan management system.
- Request, receive, and track all financial reporting for the loan portfolio.
- Spread property financial statements and monitor ongoing loan performance.
- Ensure all transactions comply with the performance terms of legal agreements, including covenants and reporting requirements.
- Review and recommend replacement and other property reserve requests for portfolio loans.
- Perform on-site property inspections on an annual basis.
- Perform annual reviews of borrowers and sponsors/guarantors to assess ongoing financial health.
- Assist in construction loan oversight work, including review of third-party construction reports, construction draws, and budgets.
- Take on expanded responsibilities based on prior experience and demonstrated capability.

Desired Qualifications

- Undergraduate degree in business, real estate, or another finance-related field.
- 3+ years of experience in real estate loan portfolio and/or asset management.
- Proficiency with Microsoft Office; solid experience with Excel.
- Familiarity with loan management, CRM, and/or project-management software is highly desired.
- Excellent written and verbal communication; detail-oriented with strong critical-thinking skills.
- Strong organizational skills with the ability to manage multiple projects and deadlines.
- Curious, self-motivated, and with a growth mindset.
- Professional, collaborative working style with diverse stakeholders.

- Comfortable working both independently and as part of a small, growing team.

Physical Requirements

Ability to sit or stand at a desk for approximately 8 hours per day; ability to perform on-site property inspections within the state of Washington.

Compensation & Benefits

Salary: $80,000-$110,000 DOE.

- Schedule: Hybrid (average of three in-office days)
- Transit: ORCA pass provided.
- Paid Time Off: Vacation starting at 2 weeks per year and sick leave at 10.5 days per year. Vacation leave increases every three years to a maximum of 4 weeks.
- Insurance: Employer-paid medical, dental, vision, and life insurance (after 30 days).
- Incentives & Retirement: Bonus eligibility and employer-funded retirement program (after 12 months).