



## **Loan Officer Position Description**

### **About NeighborWorks® Capital**

NeighborWorks® Capital (NC) is a non-profit capital corporation created from the merger of two community loan funds and the expansion of its mission. Recently, Neighborhood Capital Corporation and RNA Community Builders were merged to enhance their capacity to provide financing to the NeighborWorks® Network, which consists of 235 non-profit community development organizations serving cities, rural areas, and regions nationwide. NeighborWorks® Capital is a certified Community Development Financial Institution (CDFI).

NC is based in Silver Spring, MD and provides loans for real estate development projects across the United States. NC's lending includes short-term loans for pre-development costs, acquisition of sites and properties, construction or rehabilitation, and interim financing during operations. This is an exciting time to become part of the NC team as it establishes itself as a recently merged entity, expands its borrower base and adds loan products and raises substantial new loan capital.

### **Summary**

This lending position has significant responsibility for the production, servicing, systems and reporting of the NC loan portfolio and for collaborating with the Director of Lending and Executive Director in relationship building. The primary responsibility of this position is to process loans from "concept to repayment" including marketing, underwriting, structuring, closing, and troubleshooting. In addition, the Loan Officer will assist with selling participations, monitoring and servicing of loans. Such tasks are to be carried out in a manner that meets loan production goals, satisfies lending and portfolio management policies and loan committee requirements, maximizes leverage and minimizes legal/financial risks to the organization.

Reports to: Director of Lending

Status: Full-time, exempt

### **Related duties and responsibilities**

#### ***Borrower Relations***

- Primary responsibility for loan origination, underwriting, coordinating and documentation of new loans and loan restructuring.
- Develop and maintain effective working relationships with borrowers, loan committee, other lenders, consultants, vendors, and other staff.

- Conduct due diligence necessary to qualify potential borrowers.
- Develop and document loan requests and risk ratings under established credit policy guidelines.
- Work with partners to assure that technical assistance is provided to borrowers in structuring their financing, provide technical assistance on an occasional basis.
- Contribute to timely loan closings, including negotiating terms, preparing commitment letters, reviewing due diligence items and loan documents,
- Mitigate loan portfolio risk through loan extensions, restructurings and work-outs and adjustments to risk ratings and loan loss reserves.
- Manage delinquencies to an acceptable level; ensuring that risk ratings and extensions are evaluated on a timely basis.
- When required for risk mitigation, restructure existing loans including identifying and underwriting critical risks to assure long term stabilization of the project.

### ***Internal and External Relations***

- Pursue and effectuate opportunities to collaborate with other lenders and to sell/buy loan participations.
- Maintain relationships with other CDFIs and loan partners and their products.
- Prepare informational materials on loan products.
- Assist the Director of Lending and Executive Director in building and maintaining effective relationships with capital partners and funders.
- Assist the Director of Lending in coordinating activities of the loan committee including scheduling and staffing meetings, developing agendas, providing loan requests and documentation, portfolio, pipeline and other information to committee members in a well-organized, accurate and timely fashion.
- Interface with Director of Finance on loan reporting, loan administration, servicing and audit.
- Interface with Loan Administrator in monitoring and follow-up with borrowers.

### ***Operations***

- Maintain credit quality through monitoring borrower compliance with loan covenants and repayment provisions, reviewing borrower reports, and conducting periodic site visits.
- Negotiate and, with the assistance of the Loan Administrator, manage consultant contracts and budgets related to loan closings.
- Collaborate with the Director of Lending and other staff in designing/upgrading loan underwriting, servicing and portfolio management policies, loan products, marketing strategies, participation partnerships and administrative systems, including new loan database software selection and implementation.
- Participate in annual and strategic planning processes.

### ***Research, Communication and Reporting***

- Assess market needs and conduct research towards designing new or improved loan products.
- Conduct research and analysis and other projects as assigned.

## Qualifications

- At least 5 years of demonstrated relevant business lending experience (including asset-based and organizational lending).
- Knowledge and experience with commercial or multi-family real estate finance required. *Applicants with solely homebuyer mortgage experience need not apply.*
- Knowledge and experience with affordable housing finance and non profit development organizations preferred.
- Knowledge of federal and state housing subsidy programs that serve urban and rural areas.
- Proficient in sales and relationship-building skills. Uses facilitative approach and has flexibility to work with broad range of cultures, personalities, and work styles.
- Superior financial analysis and credit evaluation skills. Propensity to pursue and apply understanding of business environment including current events and economic cycles to analysis.
- Commitment to community development, low income communities and strong work ethic.
- Professional demeanor and willingness to cooperatively participate on a team in a mission-based organization,
- Strongly self-motivated and able to follow through in completing high-quality, detailed work with minimal supervision.
- Strong organizational skills with the capacity to prioritize multiple tasks to meet customer deadlines while ensuring credit integrity.
- Demonstrated ability to prepare clear, accurate, well-organized written and financial reports and to communicate verbally in an effective manner.
- Desire to be part of a team in a mission-based organization.
- Proficient in Microsoft Office software programs, use of e-mail and internet, and willingness to expand skill base.
- Bachelor degree in business, economics, finance, community development or urban planning required. Masters degree is preferred (additional qualifying experience may be substituted on a year-by-year basis).
- Moderate travel within U.S. required (25%-35%).
- Fluent in English.
- Possess valid U.S. driver's license.

NeighborWorks Capital is an Equal Opportunity Employer. Women and minorities are strongly encouraged to apply.

## How to Apply

Please submit a letter of interest, resume, and salary requirements to: [NCEmployment@aol.com](mailto:NCEmployment@aol.com). Salary requirements must be provided in order to be considered.

Principals Only.