



BUSINESS ANALYST Position Description

Summary

The Business Analyst is an entry level, career track position. It will provide support to the NC Finance and Portfolio Management Teams. The Business Analyst is responsible for loan administration and portfolio reporting, support for ongoing portfolio management, and assisting with improvement to systems. In addition, the Business Analyst will perform financial statement analysis for NC, support the development and monitoring of the budget, assist with financial forecasting and modeling. The Analyst will gather and input data, analyze information, prepare and send reports, develop reporting tools, review data accuracy, and collaborate with business teams. The position requires strong organizational skills, proactive communication internally and externally, ability to meet deadlines, ability to build rapport with borrowers via phone and email, a strong penchant for accuracy, and financial analysis to succeed in meeting the diverse financing needs of the community-based nonprofit developers in the NeighborWorks Network.

Reports to: Chief Portfolio Officer

Status: Full-Time (FLSA Exempt)

Location: Silver Spring, MD

Evidence of full COVID-19 vaccination required

About NeighborWorks® Capital:

NeighborWorks® Capital (NC) is a national community development financial institution (CDFI) that serves the real estate financing needs of the 250 members of the NeighborWorks® network located in all 50 states and the District of Columbia. NC is certified by the U.S. Department of the Treasury as a Community Development Financial Institution (CDFI) and is governed by an eleven-member Board of Directors, a majority of whom are Executive Directors of NWOs and industry leaders with expertise in community development, lending and non-profit operations. NC is rated AA2 by Aeris Insight.

NC's current capitalization is \$145 million with over 86 loans (\$96 million) outstanding nationwide. Due to increased marketing and strong customer demand the loan portfolio is projected to double by 2023. NC is headquartered in Silver Spring, Maryland and provides loans to the members of the NeighborWorks network that undertake real estate development projects beneficial to their communities, including affordable rental, for-sale housing and commercial projects. NC's loans are used for pre-development costs, acquisition of sites and properties, construction or rehabilitation, interim and mini-permanent financing for operating rental properties, lines of credits and

organizational/enterprise level financing. In addition, NC provides development services to assist customers structure viable loan applications and projects.

Related duties and responsibilities

Loan Portfolio Administration

- Update Nortridge loan management software as necessary
- Track and maintain impact data necessary for CDFI reporting purposes
- Prepare and update dashboard reporting
- Prepare and update monthly loan maturities and risk rating reporting
- Prepare and update annual loan review schedule
- Maintain portfolio cash flow tracking and support Portfolio Managers to forecast proactively
- Develop reporting capacity within Nortridge and Salesforce systems
- Oversee investor reporting requirements and manage calendar for due dates

Loan Compliance

- Request and collect quarterly reporting from borrowers
- Monitor compliance with insurance and tax requirements and track in system
- Review requests for loan modifications/extensions and collect information necessary for analysis of such requests
- Assist with the input of borrower information into annual review forms for loans in the portfolio
- Assist Portfolio Managers in confirming repayment plans and timing with borrowers 90 days in advance of maturity
- Review financial information of borrowers, guarantors, and projects to ensure that loan covenants are being met

Loan Closings and Disbursements

- Review Loan Closing Summary at handoff meetings to ensure transfer of information
- Track and complete file review checklist post-closing to ensure that all needed documents are received and filed appropriately
- Assist Portfolio Managers to board loans in systems

Finance

- Analyze financial statements for NC each quarter and prepare finance dashboards
- Work with Controller and CFO in the development of the annual budget
- Quarterly work with CFO to reforecast the budget (tracking initial budget assumptions to actual results)
- Assist in responding to investor requests for loan and portfolio information
- Assist in preparing grant requests

General

- Work cooperatively and constructively with a wide variety of people
- Share responsibility with Loan Officers for relationship management of borrowers or potential borrowers to create loyalty and repeat business
- Support and promote Loan Officers' ability to procure new loans from existing borrowers
- Build relationships with borrowers post-closing and encourage them to work in partnership with NeighborWorks Capital
- Proactively induce borrowers to deliver timely information when needed
- Meet many deadlines while supporting a portfolio of loans
- Resolve conflicts through negotiation, effectively balancing borrower needs with risk mitigation for NeighborWorks Capital

- Work effectively in a team environment and actively participate in joint problem solving; willingly cooperate with co-workers
- Maintain flexibility and adaptability to change
- Listen attentively to others - ask clarifying questions to gain a better understanding of the other person's views
- Positively recognize the accomplishments of customers and co-workers
- Come to meetings prepared, honor work commitments, meet deadlines
- Honor the private and confidential matters of customers, partners, and co-workers
- Communicate courteously and effectively with others – deal with issues directly, in a respectful and timely manner, focus on resolving the issue while not criticizing the person
- Other duties as assigned

Qualifications

- Bachelor's degree in business, finance, public administration, city/urban/regional- planning or related field is required
- At least three years of experience with real estate development or loan administration at a financial institution
- Other relevant experience and/or education will be considered in exchange for up to two of the three required years
- Excellent organizational skills, with outstanding attention to detail and the ability to work on multiple projects simultaneously, follow-through and meet deadlines
- Pleasant, borrower-friendly nature with personable, cooperative attitude
- Openness to learning new skills and systems, with an entrepreneurial work ethic
- Ability to act professionally at all times and safeguard confidential borrower financial and other information
- Excellent interpersonal and communications skills (verbal and written)
- Desire to be part of a team in a mission-based organization
- Proficient in Microsoft Office software programs (Word, Excel, PowerPoint and Outlook)
- Ability to enter data and use database software; experience with loan management and servicing database software a plus
- Ability to travel to participate in conferences (5% - 10%)
- Fluent in English

Compensation:

Competitive salary plus excellent benefits package that includes medical, dental, 10 paid holidays, PTO & sick leave, life insurance, 6% contribution to 401(k), transportation subsidy, and bonus potential up to 10% of salary. No phone calls please. 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: Beth O'Leary boleary@neighborworkscapital.org. Salary requirements must be provided in order to be considered. Principals Only.