



Senior Loan Officer
Partners for the Common Good
Job Posting

The Opportunity:

Partners for the Common Good (PCG) is seeking a dynamic, mission-driven professional to serve as a Senior Loan Officer. This position will play a key role in lending and related program initiatives that advance the strategic goals of PCG, a Washington, DC based national community development organization that operates lending and CDFI industry capacity building initiatives. The position offers candidates an outstanding opportunity to make a significant national impact on both disadvantaged communities around the US and on the growing community development finance industry as a whole.

The Organization:

Founded in 2000, Partners for the Common Good's mission is to advance economic justice and opportunity for low-income people and communities. We do this by partnering with and promoting Community Development Financial Institutions (CDFIs) that promote affordable housing, neighborhood revitalization, healthy communities and other initiatives that create economic opportunity or reduce the racial wealth gap.

PCG founded the CDFI industry's first wholesale loan participation network that today has partnered with 50+ CDFIs in Washington, DC and 37 states, currently originates \$18-20 million in participation transactions annually, and currently has an outstanding portfolio of nearly \$40 million. In 2021 PCG launched the projected \$50 million Economic Justice Partnership Fund (EJPF), an innovative off-balance sheet facility to expand PCG's product offerings to the CDFI community. PCG also participates as a community development entity (CDE) allocating New Markets Tax Credits (NMTC). To date, PCG has received \$85 million in NMTCs. PCG also provides contract servicing and monitoring for two external portfolios.

PCG is a CDFI infrastructure organization focused on building the capacity of the sector to generate impact. To that end, PCG [manages the Community Development Bankers Association \(CDBA\)](#) and the CapNexus platform (CapNexus.org). CDBA is the national trade association for the CDFI banking sector and advocates for the industry and communities served by CDFI banks. CapNexus is a community development finance industry networking and information sharing platform with 800+ users and which has posted over \$1 billion community development transactions. PCG is a leader in social impact assessment and public policy advocacy. Our work is pioneering in its creation of new tools and infrastructure for community development finance organizations to manage portfolios and grow their scale and impact.

PCG's office is located in Washington DC.

Major Responsibilities

Reporting to the Chief Lending and Credit Officer, the Senior Loan Officer is responsible for underwriting loan requests in support of community development projects with particular emphasis on affordable housing and community facilities, including predevelopment, acquisition, construction, and mini-permanent loans. The position will support PCG's lending activities across its national footprint, including both participation loans with CDFI lending partners and direct loans through the EJPF. The Senior Loan Officer may also assist with NMTC underwriting and closings as well as modifications to existing loans in the portfolio.

The Senior Loan Officer is expected to develop and maintain relationships with assigned CDFI lending partners and community development organizations and other relevant groups. The position requires an experienced professional with strong analytical, financial and relationship management skills.

Specific responsibilities include:

- Contribute to production goals by identifying lending opportunities and originating loans.
- Structure and negotiate financing proposals/commitments and prepare comprehensive written loan packages for review and approval by Loan Committee.
- Review and interpret third party due diligence reports, including appraisals, market assessments, entitlement/zoning classifications, and environmental reports to determine transaction viability and appropriate loan structure.
- Coordinate the preparation of commitment letters and loan documents with internal team members and attorneys as needed.
- Assist in the closing process, including internal and external closing counsel (as applicable), and the collection, review, approval and execution of all closing items.
- Manage an existing portfolio of loans, including annual site visits, timely review of financial statements, review and approval of disbursement/funding requests, monitoring for covenant compliance and processing modification and extension requests.
- Assist Director of Portfolio Management in maintaining loan files in audit-ready condition to ensure accuracy and completeness.
- Assist with other projects as needed, including funding requests and applications.

Professional Characteristics

The Senior Loan Officer position is appropriate for a seasoned professional with at least five (5) years of lending experience, a significant portion of which should involve affordable housing and/or community facilities, real estate underwriting responsibilities. The position requires a responsible individual with demonstrated experience in preparing and negotiating complex, multi-layered transactions and balancing the programmatic needs of community based organizations with sound underwriting judgment and risk mitigation. The successful candidate will have the ability to prioritize and manage multiple projects and assignments, meet tight deadlines, and coordinate and communicate effectively across all levels of the organization. Computer literacy in the Microsoft Office environment (particularly Excel) is required, as well as strong business development, analytical, communication, and problem solving skills. Undergraduate degree required; advanced degree in business, finance or related field preferred. Familiarity with federal, state and local community development programs, particularly programs that finance charter schools, federally-qualified health centers and affordable housing preferred. Experience in a CDFI lending environment is a plus.

The position may involve some travel for site visits and periodic inspections.

PCG acknowledges and honors the fundamental value and dignity of all individuals. Our community strives to create and maintain a working environment that respects diverse traditions, heritages, and experiences. We are an equal opportunity employer and will consider all applications without regards to race, sex, age, color, religion, national origin, veteran status, disability, sexual orientation, gender identity, genetic information or any characteristic protected by law.

COVID-19 Circumstances:

PCG is adhering to CDC, state, and local orders with regard to COVID-19. Since summer 2021, staff has been gradually transitioning from remote work to in-person at our physical offices. We are closely monitoring the recommendations of health officials to protect the health and well-being of all staff. Applicants are strongly encouraged to be in the DC, MD, or VA area to be able to work in-office.

To date, PCG has not instituted a vaccination policy. All staff, however, have been fully vaccinated from COVID-19. Therefore, PCG prefers a candidate who is also fully vaccinated. Consideration may be given, however, to those who have documented medical or religious reasons for not receiving the vaccine.

Competitive salary, excellent benefits and a pleasant, challenging work environment. PCG is an equal opportunity employer.

For more information about the organization, and to apply, please visit our website at www.pcgloanfund.org/careers-and-internships.