

Loan Officer

The Genesis Fund is a critical link in the development of affordable housing and community facilities in Maine. Our mission is to bring together resources to create housing and other economic and social opportunities for underserved people and communities. The Genesis Fund, a certified Community Development Financial Institution (CDFI), is a statewide nonprofit organization that began in 1992.

The Genesis Fund provides innovative financing by soliciting low-interest loans from individuals, churches, corporations and foundations, and then re-lending the money to nonprofit organizations developing affordable housing and community facilities in underserved neighborhoods and needy communities. If requested, we provide substantial technical assistance to the sponsors of capital projects that will create housing and community development opportunities. For more info: www.genesisfund.org.

Position Summary:

The Genesis Fund is seeking to hire our first full-time **Loan Officer**. This position will be responsible for managing borrower relationships, analyzing and underwriting loan requests, monitoring the performance of loans and borrowers, and ensuring the accuracy of loan information within the organization's systems.

The Loan Officer will report to the Deputy Director and work closely with the Executive Director and the organization's Loan Committee as well. This is a 40 hour per week, non-exempt position, which will be based in Brunswick, Maine and require some travel in Maine, and occasionally out of state.

The ideal candidate will have the required skills and knowledge, but also a demonstrated interest in and commitment to the organization's mission of serving disadvantaged and low-income communities.

Responsibilities:

The **Loan Officer** will be responsible for the following:

- Managing relationships with borrowers through all stages of the financing process
- Coordinating the receipt of loan applications and supporting documents
- Underwriting financing requests and conducting financial analysis
- Preparing materials for staff, loan committee and board review and presenting loan requests for approval
- Communicating with borrowers about loan approvals and closing process
- Drafting loan commitments and supporting the drafting of loan documents
- Coordinating loan closing activities with staff, borrowers and attorney
- Coordinating compilation of closing documents and maintaining loan files
- Maintaining accurate loan information in the data management system
- Communicating with borrowers about loan disbursements, loan payments, and loan monitoring requirements
- Following up on non-performing loans as necessary
- Evaluating borrowers and project performance and analyzing updated financial information
- Coordinating/conducting site visits for loan projects which require them

- Assisting with aggregated portfolio analysis
- Maintaining data for social outcomes and beneficiary analysis for reporting and grant writing
- Other duties as assigned

The ideal candidate will have the following qualifications and background:

- Bachelor's degree in a relevant field such as finance, business, and/or public administration, graduate degree in one of these fields is highly beneficial.
- At least three (3) years of direct lending or portfolio management experience, ideally at a community development financial institution, a commercial bank or other financial institution.
- Strong knowledge of loan structuring and underwriting, including solid financial analysis skills and familiarity with nonprofit accounting and housing and community facility subsidy programs.
- Demonstrated success in building and managing individual and organizational relationships, and strong interpersonal and communication skills, both written and verbal.
- Sound time management and organizational skills, with an ability to coordinate complex activities and prioritize conflicting demands and deadlines.
- Outstanding attention to detail.
- Broad, active curiosity with strong interest in ongoing learning about community development finance. Openness to learning new skills and systems.
- Demonstrated self-starter that can work independently and take initiative.
- Great communicator and team player.
- Proficiency with Microsoft Office applications, including Word and Excel. Familiarity with loan management software.
- Flexibility, creativity, and patience, with imagination, enthusiasm and a sense of humor.
- Ability and willingness to travel to meet with borrowers and conduct site visits. Applicants must have a valid driver's license.
- Demonstrated commitment to the Genesis Fund's mission.

Compensation:

The Genesis Fund offers a generous benefits package that includes vacation and sick time, medical/dental/life insurance, short- and long-term disability, flexible spending account, 401(K) retirement savings plan and a paid sabbatical after ten years of full-time continuous service to the organization. Salary range: \$55,000 - \$65,000, depending on experience. The Genesis Fund is an equal opportunity employer.

How to Apply: Please submit a resume and cover letter by email to jenny@genesisfund.org.

Deadline: Priority review to applications received by **July 22, 2018**.