



**TITLE:** Portfolio Management Analyst

### **POSITION OVERVIEW**

The Washington Area Community Investment Fund (Wacif) seeks to fill the full-time position of Portfolio Management Analyst, which will be responsible for loan closing, loan disbursements, loan monitoring and portfolio reporting operations. Responsibilities will include reviewing loan documents for accuracy and consistency with approved loan terms and facilitating loan closing and loan disbursements. The Portfolio Management Analyst will also be responsible for accurate and complete loan files and will be a liaison between Lending and the Finance department. The position will analyze required borrower reports and test financial statements to confirm compliance with financial covenants.

**REPORTS TO:** Director of Lending

### **DUTIES & RESPONSIBILITIES**

#### **Loan Documentation & Closing (40%):**

- Coordinate closing and funding process in conjunction with lending officers, borrowers and legal counsel.
- Manage the flow of loan documents from the commitment stage through closing and disbursement of funds.
- Review loan and other closing documents to ensure no losses as a result of improper closing procedures.
- Ensure compliance with all loan closing and funding requirements.
- Ensure electronic and database files are kept organized, maintaining an audit trail of all closing steps.

#### **Portfolio Management (40%):**

- Communicate effectively with borrowers and serve as one of the primary points of contact for loan closing and post-closing loan management.
- Review and process funding disbursement requests, ensuring proper documentation and compliance with loan conditions.
- Collect financial statements and reporting documentation and assist in determining financial condition, credit-worthiness and project compliance for all borrowers.
- Maintain working knowledge of loan policies and procedures.
- Work closely with the Finance department to ensure correct accounting for all loans.
- Effectively track, analyze, communicate, and make recommendations to address loan delinquencies.
- Maintain post-closing credit and monitoring of original documents and electronic files.
- Prepare and maintain lending operations and activity reports.
- Maintain the loan portfolio management system and related databases.

#### **Social Impact, Compliance, & Reporting (10%):**

- Work with other staff to prepare compliance and impact reports for funders and investors.
- Work collaboratively with other departments to manage information, reporting and document preparation for various internal and external needs.

**Other duties as assigned (10%):**

- Assist or lead ad-hoc projects as assigned that may include industry research, product development, operational efficiency, compliance and reporting systems protocol, social impact tracking development, funding applications or policy analysis.

**QUALIFICATIONS**

- Bachelor's degree from an accredited institution required.
- Experience with portfolio management and asset management.
- Prior work-related experience and knowledge of community development lending, Small Business Administration (SBA) loans, as well as traditional and alternative loan programs is beneficial.
- Strong financial skills and ability to develop and interpret financial statements applied to business accounting and finance principles are required.
- Hands on experience working with small business owners is a plus.
- Excellent verbal, written, and interpersonal communication skills.
- Must possess the ability to meet performance goals.
- Detail-oriented individual, and ability to work independently and with a team.
- Fluency in MS Office suite (Excel, Word, PowerPoint), and superior analytical skills are required.
- Occasional evening and weekend hours may be required.

**About the Washington Area Community Investment Fund (Wacif)**

Since its inception in 1987, the Washington Area Community Investment Fund (Wacif) has closed nearly 400 loans totaling more than \$32 million in strategic financing for small business startup and growth, affordable housing developments and cooperatives, and childcare and community facilities throughout the Washington, DC, metropolitan region. Wacif is a nonprofit Community Development Financial Institution (CDFI), and over the past seven years has closed nearly 130 loans totaling \$8 million, assisted over 2,000 entrepreneurs with small business coaching and technical assistance, resulting in over 300 local jobs created or retained.

**COMPENSATION**

Competitive salary commensurate with experience. Medical, Dental, Vision, Life & Disability coverage available. Retirement plan (some employer contribution & matching); paid vacation (increased with tenure), holiday and sick leave days.

**TO APPLY**

Interested candidates should email a resume/CV, thoughtful cover letter that outlines how your skills and experience meet the qualifications of the position, and salary requirements to [opportunity@wacif.org](mailto:opportunity@wacif.org) with "Portfolio Management Analyst" in the subject line. First application reviews will begin July 12, 2019.

Wacif is an equal opportunity employer and welcomes candidates from diverse backgrounds.

We thank all those who apply, but only shortlisted candidates will be contacted.  
No calls please. Telephone inquiries will not be accepted.