

JOB DESCRIPTION – CHIEF LENDING AND PROGRAM OFFICER



TITLE\POSITION: CHIEF LENDING AND PROGRAM OFFICER

RESPONSIBLE TO: Executive Director

SUPERVISORY RESPONSIBILITIES: Senior Loan Officer, Senior Program Officer, Special Projects Officer

JOB STATUS: Full-time, exempt, salaried

WORK SCHEDULE: 35 hours/week, 9:00 a.m. to 5:00 p.m. Monday through Friday

FUNCTION: The Chief Lending and Program Officer is a new senior/executive level position responsible for leading the Genesis Fund’s lending and technical assistance programs. S/he oversees the deployment of loan capital and develops technical assistance engagements aligned with the organization’s mission and strategic plan. This position develops strategies to ensure that targets for capital deployment and programmatic impact are met. S/he also leads business development for both lending and technical assistance and collaborates with the Executive Director to develop and cultivate key partnerships for the organization.

The Chief Lending and Program Officer is a senior leader in the organization, and reports directly to the Executive Director. S/he supervises members of the lending and program teams, including the Senior Loan Officer, the Senior Program Officer and the Special Projects Officer.

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ESSENTIAL FUNCTIONS

APPROX. % of TIME

- | | |
|------------------------------------|-----|
| 1. Program Development & Strategy | 30% |
| 2. Program Leadership & Management | 40% |
| 3. Business Development & Outreach | 30% |

PHYSICAL DEMANDS RELATING TO ESSENTIAL FUNCTIONS:

The employee must be able to sit as well as use hands, arms and fingers to perform routine office and clerical tasks. About 50% of the employee’s time is expected to be spent at a computer keyboard. Ability to type from written material and read from a PC monitor is required.

WORK ENVIRONMENT:

The work environment an employee is expected to encounter while performing the essential functions of this job is a normal office environment with a moderate noise level.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each duty satisfactorily. The requirements listed below are representative of the knowledge, education, skill and/or ability required.

SKILLS

- Deep commitment to the mission and values of the Genesis Fund
- At least 8 years of demonstrated experience in real estate development and/or community development finance
- Strong knowledge of the real estate development process, funding and financing options for affordable housing and community facility development
- Knowledge of complex deal structuring and underwriting, including solid financial analysis skills
- Strong interpersonal skills, and ability to work effectively with staff, borrowers, communities/organizations seeking technical assistance, funding and financing institutions, governmental agencies, and others who contribute to the Genesis Fund's mission
- Exceptional project management skills with sound time management and organizational skills, an ability to coordinate complex activities and prioritize conflicting demands and deadlines
- Demonstrated skills in business development
- Supervisory experience with a successful track record of inspiring mission-driven teams to achieve results
- High level of analytical aptitude along with strong problem-solving skills in support of sound decision-making
- Exceptional communication skills and the ability to serve as a compelling representative of the organization with a variety of stakeholders

1. PROGRAM DEVELOPMENT AND STRATEGY

With Executive Director, develop lending and technical assistance program strategies.

Oversee implementation of strategies to deploy loan capital that align with the Genesis Fund's mission and goals, and, when necessary, meets the specific requirements of capital providers such as the US Treasury Department, the Federal Home Loan Bank of Boston and the USDA, as well as private foundations and investors.

Develop new lending products to address critical affordable housing and community facility needs aligned with the Genesis Fund's mission, as well as annual and strategic plan goals.

Develop technical assistance engagements that address the needs of nonprofit organizations that are aligned with the Genesis Fund's mission as well as annual and strategic plan goals.

Assist the Executive Director and Deputy Director/CFO in building and maintaining effective relationships with capital partners and funders.

Assist the Executive Director and Deputy Director/CFO with reporting to funders and capital providers.

Assist the Executive Director and Deputy Director/CFO with ongoing capital forecasting, developing the annual budget and performance goals and monitoring performance throughout the year, and developing the organization's strategic plan.

2. PROGRAM LEADERSHIP AND MANAGEMENT

Lead and manage high-functioning lending and program teams which include the Senior Loan Officer, Senior Program Officer and Special Projects Officer.

Oversee technical assistance program and special grant-funded initiatives to ensure that work is consistent with mission, goals, and resources, and that client contract deliverables are met and resources are allocated appropriately

Oversee monitoring and reporting on lending and technical assistance activity to funders and participate in the development of applications and proposals to raise new capital to support lending and technical assistance.

Maintain and develop relationships with financial partners, banks and loan funds, key agencies and other stakeholders to identify opportunities for partnership.

Maintain a working knowledge of funding and financing options for affordable housing and community facility development.

Develop policies and procedures to guide lending and technical assistance activities.

Work with the Executive Director and lending team to ensure the adequacy of loan underwriting, servicing and portfolio management policies, marketing strategies, participation partnerships and administrative systems.

Monitor the overall health of the Genesis Fund's loan portfolio, develop and implement risk mitigation strategies, as needed, with lending team, and address troubled loans.

Support training and professional development of lending and program staff to provide opportunities to build skills and experience.

Oversee risk management and data and impact tracking systems and processes that relate to lending and technical assistance activities.

3. BUSINESS DEVELOPMENT AND OUTREACH

Lead business development activities. With the Senior Loan Officer, conduct outreach and identify and develop strategic lending opportunities with prospective borrowers. With the Senior Program Officer, conduct outreach to potential clients about Genesis Fund technical assistance services.

Develop relationships with agency funders to build strategic partnerships and identify strategic lending and technical assistance opportunities.

Respond to loan inquiries, conduct early due diligence of select loan inquiries, explore loan feasibility, and structure complex deals, or oversee these functions as provided by others.

Assist Senior Program Officer to respond to: technical assistance inquiries; explore the feasibility of new inquiries; structure technical assistance contracts; define technical assistance engagement goals; and consider options for funding technical assistance activities.

Represent the Genesis Fund at conferences with CDFI industry peers, investors, borrowers and other partners and stakeholders.

Attend industry events to represent the Genesis Fund, and help develop strategic relationships.

Serve as a positive and visible representative of the Genesis Fund with audiences and partners throughout the state, the region and the country.

OTHER REQUIRED CHARACTERISTICS

- A creative and innovative strategic thinker
- Effective communicator in writing and verbally
- Ability to represent the organization well to the public
- Enthusiastic team player
- Leader with ability to inspire and motivate other staff and stakeholders, support positive organizational culture, and exemplify key organizational values
- Good judgment
- Success in consistently meeting deadlines
- Self-starter, able to work independently and take initiative