

## **JOB DESCRIPTION: LOAN OFFICER/PORTFOLIO MANAGER**

**RESPONSIBLE TO:** Director of Lending

**JOB STATUS:** Full-time, non-exempt, hourly

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

**FUNCTION:** The **Loan Officer/Portfolio Manager** is responsible for underwriting loan requests, coordinating portfolio review processes, and maintaining the Genesis Fund's loan portfolio in coordination with the organization's annual and strategic program goals. This position underwrites loan requests for presentation for staff, loan committee, and board approval; analyzes borrower and guarantor financial and organizational information; monitors the performance of loans and borrowers; coordinates modifications and refinances for current borrowers; stewards ongoing borrower relationships; follows up on lending inquiries and conducts due diligence with prospective borrowers; and evaluates lending opportunities to recommend for underwriting or refer to related resources.

### **ESSENTIAL FUNCTIONS**

### **APPROX. # OF HOURS/WEEK**

- |   |    |
|---|----|
| 1. Underwriting and lending process management                  | 20 |
| 2. Portfolio management, loan monitoring, review, and reporting | 15 |

### **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 90% 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. Must be able to travel to meet with borrowers and conduct site visits, and have a valid driver's license.

### **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. (The Genesis Fund currently offers flexibility regarding work location and the possibility for time to work from home.)

### **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**

- 3 to 5 or more years of demonstrated experience in community development finance, banking, and/or real estate development, or comparable experience and transferable skills in the affordable housing and/or nonprofit sectors
- Knowledge of loan structuring and underwriting, including solid financial analysis skills and familiarity with nonprofit accounting and housing/community facility subsidy programs
- Enjoyment of, experience with, and expertise in using Excel and other tools to evaluate financial performance, assets and liabilities, cash flow and liquidity, debt service coverage and other financial ratios, and overall risk profile of affordable housing and community facility projects, nonprofit organizations, real estate developers, and individual borrowers and guarantors

- Ability to understand and analyze complex organizational structures and financial statements; identify general trends, strengths, and challenges related to lending opportunities and existing loans; communicate about questions, concerns, or recommendations with staff, loan committee, board, and/or financing partners; and follow up with borrowers and stakeholders as needed
- Competency in building individual and organizational relationships; demonstrated experience working with diverse constituencies (including new entrepreneurs and entities, nonprofit borrowers and boards, community partners, private developers, local/state/federal agencies, peer financing and funding organizations, banks and credit unions)
- Knowledge of and commitment to advancing racial equity within organizations and through organizational work
- High level of analytical aptitude along with strong problem-solving skills in support of sound decision-making
- Strong interpersonal and communication skills, both written and verbal
- Proficiency in MS Office Suite
- Experience with lending software, including amortization, reporting, and data analysis functions
- Accuracy, attention to detail, and timeliness in all duties
- Deep commitment to the mission and values of the Genesis Fund

## **DESCRIPTION OF ESSENTIAL FUNCTIONS**

### **1. LOAN UNDERWRITING**

- Provide term sheets to prospective borrowers if requested, in coordination with Director of Lending and Executive Director
- Participate in deal structuring
- Underwrite financing requests and conduct financial analysis
- Draft Loan Request Summaries, ensuring accuracy and completeness of data points and underwriting processes
- Present loan requests for staff, loan committee, and board review
- Ensure completeness of borrower files at application and underwriting, including consistency in filing and naming protocol for all attachments

### **2. LOAN COMMITMENT & CLOSING**

- Communicate with borrowers about loan approvals
- Draft loan commitment letters, determining closing dates, fees, and conditions, in coordination with the Director of Lending and Executive Director
- Participate in coordination of loan closing activities with staff, borrowers, and attorney
- Maintain communication with borrowers about closing and monitoring details
- Communicate with staff and borrowers about withdrawn requests

### **3. LOAN MONITORING & PORTFOLIO MANAGEMENT**

- Oversee annual portfolio review process: Review and analyze annual compliance materials from borrowers (e.g. organizational and guarantor financials, insurance, board lists, rent rolls and affordability metrics, etc.)
- Conduct financial analysis for current borrowers and guarantors, assessing trends, organizational strengths and weaknesses, debt coverage and financial ratios, and questions or concerns requiring further follow up with borrowers and guarantors
- Follow up on findings from annual review and ensure that all borrowers are in good standing with Genesis Fund loan commitments and payments; advise on any need for revised risk rating or watchlist monitoring
- Steward borrower relationships, including maintaining ongoing communication with borrowers and responding to borrower requests
- Coordinate loan monitoring and funding with borrowers and other lenders, if necessary
- Assist with watch list monitoring and/or troubled debt restructures
- Assist with aggregated portfolio analysis for internal and external review

### **4. GENERAL LENDING ACTIVITIES**

- Manage relationships with new and existing borrowers
- Represent the Genesis Fund at borrower events, industry and sector conferences, and community meetings as assigned
- Participate in cultivating a diverse pipeline and current portfolio of Genesis Fund borrowers, in support of strategic goals to advance racial equity as well as deployment targets for funding sources and balance of overall portfolio
- Communicate updates to the lending pipeline, particularly at the inquiry, application, and commitment stages
- Work with technical assistance staff to provide a seamless connection to Genesis Fund lending process when financing may be needed for technical assistance projects \_\_\_\_\_

### **5. LOAN MODIFICATION**

- Underwrite requests for loan modifications and coordinate response to requests for short-term extensions
- In coordination with Loan Administrator and attorney, oversee and review documents for loan modifications before documents are executed by appropriate authority (Executive Director or Deputy Director)
- Communicate with borrowers about loan modifications

## **6. LOAN REPAYMENT**

- In coordination with Loan Administrator and relevant funding partners, communicate with borrowers about repayments
- Communicate with staff about expected repayments

## **7. OTHER**

- Coordinate with lending staff to ensure efficiency of loan processing functions and accuracy of loan data: e.g. advise on content for closing letters (including guarantor structures and portfolio review requirements); communicate about loan amortization assumptions and payment schedules; confirm social outcomes and beneficiaries; and contribute to annual CDFI Fund and other reporting processes
- Other duties as assigned

## **DESCRIPTION OF OTHER REQUIRED CHARACTERISTICS**

- Outstanding attention to detail, including writing skills (grammar, spelling, formatting); financial analysis and presentation; and organization of borrower files
- Ability to represent the organization well to the public, including borrowers and clients
- Demonstrated ability to exhibit sensitivity to and respect for differences and work with diverse audiences and constituencies
- Good judgment, strong commitment to ethics and organizational standards and principles
- Sound time management and organizational skills, with an ability to coordinate complex activities and prioritize conflicting demands and deadlines
- Ability to work independently and take initiative
- Success in consistently meeting deadlines and excellent follow-through on projects, tasks, and communication with borrowers
- Great communicator and team player with positive, can-do attitude
- Consistent communication, problem-solving, referral to resources, and effective service and support for borrowers, colleagues, and community partners