

## **Job Announcement: Loan Officer / Portfolio Manager**

The Genesis Fund ([www.genesisfund.org](http://www.genesisfund.org)) is a mission-driven, focused, effective, caring, collaborative, and creative organization looking for a Loan Officer / Portfolio Manager to support our lending operations. This new team member will support our lending program at an exciting time of organizational growth and development for our growing \$30M loan portfolio.

They will be 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.

The ideal candidate will have a deep commitment to the mission and values of the Genesis Fund and a passion for bringing capital to vital community projects. We are seeking a professional with 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. They should have knowledge of loan structuring and underwriting and experience and comfort analyzing complex information and organizational structures. Competency in building individual and organizational relationships and demonstrated experience working with diverse constituencies is essential. We seek a candidate with knowledge of and commitment to advancing racial equity within organizations and through organizational work.

### **The Genesis Fund**

The Genesis Fund brings together resources to create housing and other economic and social opportunities for underserved people and communities throughout Northern New England. We make projects happen that otherwise wouldn't, with people and places that are being left out of the mainstream economy.

As a Community Development Financial Institution (CDFI), we are a statewide leader in expanding the supply of affordable housing and community facilities across Maine. We do this by both raising capital to provide financing to nonprofit organizations developing these projects and by offering expert technical assistance when needed. Through our work, we seek to address some of Maine's most pressing challenges that face low-income people and communities. These include access to stable, affordable housing, high-quality child care, affordable health care, adequate and healthy food and recovery services for those with substance use disorders.

Now in our 30<sup>th</sup> year, the Genesis Fund is in an exciting period of growth and expanding visibility. In the last decade, Genesis total assets have increased nearly five-fold and our loan portfolio now exceeds \$30M. We have recently completed a new [Strategic Plan](#).

## **Details and Process**

This is a full-time position based out of in our Brunswick, Maine office. However, we currently offer flexibility regarding work location and the possibility for time to work from home.

Please read the full job description [here](#).

## **Compensation**

The annual compensation range for this position is \$70,000-80,000. 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, matched 401(K) retirement savings plan and a paid sabbatical after ten years of full-time continuous service to the organization.

The Genesis Fund is an equal opportunity employer.

**To apply, please email a cover letter and resume to [info@genesisfund.org](mailto:info@genesisfund.org) with “[Your Name] Application for Loan Officer Portfolio Manager” in the subject line.**

**Timeline: Priority review for applications received by October 28, 2022.**