

JOB DESCRIPTION

TITLE\POSITION: SENIOR LOAN OFFICER
RESPONSIBLE TO: DIRECTOR OF LENDING
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 **Senior Loan Officer** is responsible for underwriting loan requests in alignment with the organization's annual and strategic program and lending goals. This position manages relationships with new and existing borrowers through all stages of the financing process; evaluates lending opportunities to recommend for underwriting or refer to related resources; and underwrites loan requests for presentation for staff, loan committee, and board approval.

ESSENTIAL FUNCTIONS

APPROX. # OF HOURS/WEEK

- | | |
|--|----|
| 1. Loan underwriting | 20 |
| 2. Outreach and relationship building activities | 15 |

PHYSICAL DEMANDS RELATING TO ESSENTIAL FUNCTIONS:

This is a largely sedentary role, but occasionally requires moving around the office to access file cabinets or tools such as a copier/scanner. Up to 90% of the employee's time is expected to be spent operating a computer and using a phone to exchange information. Ability to produce written material and perceive written information is required. Must be able to travel throughout Maine and New Hampshire and occasionally beyond to meet with partners and attend community and stakeholder events, communicate to build relationships, 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 AND EXPERIENCE

- 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

SKILLS AND EXPERIENCE (CONT.)

- Strong knowledge of the building development process, funding and financing options for affordable housing and community facility development
- Demonstrated ability to exercise discretion and independent judgement in executing duties
- Knowledge of and commitment to advancing racial equity within organizations and through organizational work
- 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)
- Demonstrated success in building trusting relationships with community partners, with strong interpersonal and professional skills including humility and respect for others; persistence and patience and kindness; ability to identify and work towards common interests; and creativity in seeing potential connections and following through to help make things happen
- Experience with Maine and/or Northern New England housing finance agencies, recovery and homeless service programs, nonprofit housing providers and community-based organizations
- Ability to understand and communicate the big picture, including how systems work and fit together, while also being knowledgeable about details and helping others successfully navigate complex systems and access resources
- 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
- High level of analytical aptitude along with strong problem-solving skills in support of sound decision-making
- Preferred supervisory experience with a successful track record of inspiring mission-driven teams to achieve results and ensure compliance
- Strong interpersonal and communication skills, both written and verbal
- Proficiency in MS Office Suite
- Familiarity 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

LOAN UNDERWRITING

- Manage relationships with new and existing borrowers through all stages of the financing process
- Participate in deal structuring and coordinate the flow of underwriting from inquiry through application, commitment, and closing
- Provide term sheets to prospective borrowers if requested, in coordination with Director of Lending and Executive Director
- 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

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, other lenders and funding partners, and attorneys
- Maintain communication with borrowers about closing and monitoring details
- Coordinate with lending support 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
- Communicate with staff and borrowers about withdrawn requests

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 or Deputy Director)
- Communicate with borrowers about loan modifications

LOAN REPAYMENT

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

OUTREACH AND RELATIONSHIP BUILDING ACTIVITIES

- Develop and sustain relationships with new and existing borrowers and other community partners consistent with the Genesis Fund's program and lending focus areas
- Represent the Genesis Fund at community events, industry and sector conferences, and community meetings in order to develop trusting relationships and maintain an awareness of community needs and opportunities
- Cultivate relationships with diverse current and potential Genesis Fund borrowers and community partners, in support of strategic goals as well as deployment targets for specific funding sources
- Assess the suitability of projects for Genesis Fund technical assistance or financing and support a seamless relationship across Genesis Fund staff teams to support community partners

OTHER

- Assist with aggregated portfolio analysis for internal and external review

OTHER (CONT.)

- Assist with requirements for lending documentation and recordkeeping for ongoing reporting for internal and external purposes, including for funders and capital providers
- Assist with program and project planning, budgeting, and fundraising, and other duties as assigned

DESCRIPTION OF OTHER REQUIRED CHARACTERISTICS

- Outstanding attention to detail, including writing skills; 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, exercising discretion and good judgment with respect to matters of significance
- 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