

**JOB DESCRIPTION**

**TITLE\POSITION:** PORTFOLIO MANAGER  
**RESPONSIBLE TO:** SENIOR LOAN OFFICER  
**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 **Portfolio Manager** is responsible for managing portfolio review processes and maintaining the Genesis Fund's loan portfolio in order to monitor the health of the loan portfolio and support organizational risk management, reporting, and compliance. This position collects and analyzes borrower and guarantor financial and organizational information; monitors the performance of loans and borrowers; tracks and follows up on lapses in insurance coverage, tax, and utility liens, and other borrower compliance concerns; stewards ongoing borrower relationships; and assists with data entry and administrative duties as assigned.

ESSENTIAL FUNCTIONS

APPROX. # OF HOURS/WEEK

1. Portfolio management and loan monitoring	15
2. Financial analysis	10
3. Borrower compliance	5
4. Administrative support	5

**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 AND EXPERIENCE**

- 3 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

## **SKILLS AND EXPERIENCE (CONT.)**

- 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
- Demonstrated accuracy and attention to detail and documentation
- Timeliness in all duties and strong follow-through to ensure portfolio materials are received on time, as agreed, and in their entirety
- 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
- Deep commitment to the mission and values of the Genesis Fund

## **DESCRIPTION OF ESSENTIAL FUNCTIONS**

### **PORTFOLIO MANAGEMENT & LOAN MONITORING**

- Manage annual portfolio review process: Collect, review and analyze annual compliance materials from borrowers (e.g. organizational and guarantor financials, insurance, board lists, rent rolls and affordability metrics, etc.)
- 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

### **FINANCIAL ANALYSIS**

- 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 Senior Loan Officer and Director of Lending on any concerns or need for revised risk rating or watchlist monitoring

### **BORROWER COMPLIANCE**

- Manage relationships with new and existing borrowers
- Work with tax professionals, property managers, development and asset managers if needed to obtain borrower information for annual portfolio review
- Track insurance lapses, maintaining insurance tracking spreadsheet, coordinating with Loan Administrator to resolve insurance coverage issues, and notifying senior staff when forced-place insurance may be required
- Track tax and utility liens, maintaining tax and utility lien spreadsheet and working with borrowers, municipalities, and other lienholders to resolve outstanding liens

## **ADMINISTRATIVE SUPPORT / OTHER**

- Develop and maintain proficiency in the loan administration database, including loan set up, payment processing, and reporting functions
- Provide backup to administrative staff as assigned
- 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