



Job Announcement: Portfolio Manager

The Genesis Community Loan Fund (www.genesisfund.org) is a mission-driven, focused, effective, caring, collaborative, and creative organization looking for a Portfolio Manager to manage portfolio review processes and maintain the loan portfolio in order to monitor the health of the loan portfolio and support organizational risk management, reporting, and compliance. The new team member will support our work at an exciting time of organizational growth and development.

The Portfolio Manager will be responsible for collecting and analyzing borrower and guarantor financial and organizational information; monitoring the performance of loans and borrowers; tracking and following up on borrower compliance concerns; stewarding ongoing borrower relationships; and assisting with data entry and administrative duties.

The ideal candidate will have a deep commitment to the Genesis mission and our values and a passion for supporting borrowers. We are seeking a professional with 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. They should have strong financial analysis skills and familiarity with nonprofit accounting and affordable housing/community facility subsidy programs. Competency in using Excel and other tools to evaluate financial performance, assets and liabilities, cash flow and liquidity, debt service coverage and other financial ratios is essential, as well as the demonstrated ability to follow up with borrowers, guarantors, and stakeholders to ensure ongoing performance with loan requirements.

About Us

Genesis connects communities creating affordable housing and other essential community resources with the capital and expertise they need to overcome barriers to opportunity and prosperity.

A certified nonprofit Community Development Financial Institution (CDFI), Genesis works throughout Maine and northern New England to make flexible loans, deliver expert project guidance, and promote policy solutions and systemic change. We offer impact investing for individuals and institutions to move resources toward community needs.

Genesis was launched in 1992 by Maine residents who wanted to make sure their neighbors had access to affordable housing.

Genesis works with communities to:

- Increase and preserve affordable rental housing;
- Create new homeownership opportunities;
- Finance solutions to homelessness and housing instability;
- Promote opportunities to build generational equity and wealth; and
- Address critical needs, including access to food, healthcare, and childcare.

Operating for more than 30 years, Genesis is in an exciting period of growth. In the last 5 years, Genesis total assets have more than doubled and our loan portfolio now exceeds \$50M.

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 of time to work from home.

Please read the full job description on our careers page at <https://genesisfund.org/about/careers/>.

Compensation

The starting compensation for this position is \$88,000 per year. Genesis offers a generous benefits package that includes paid time off, 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 Community Loan Fund is an equal opportunity employer.

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

Timeline: Priority review for applications received by March 20, 2026.