



Loan Associate
San Francisco, California
(Full-time position)
July 2017

The Northern California Community Loan Fund (NCCLF) was founded in 1987 to create a socially responsible investment vehicle to provide capital and expertise to revitalize low-income communities. NCCLF has grown into a \$60 million intermediary nonprofit organization that provides loans, New Markets Tax Credits, consulting, and technical assistance to groups that develop low-income housing, community facilities, essential health and human services, nonprofit enterprises, and solutions to the critical issues facing the nonprofit sector. For more information on our programs and services, please visit our website at www.ncclf.org.

Background Position Summary

NCCLF has historically provided loans and NMTC financing primarily to nonprofits, alternatively structured enterprises such as co-ops, and food-related businesses throughout the 46 northernmost counties of California. Our borrowers have made use of our financing to develop affordable housing, a wide range of community facilities, promote economic development and access to healthy foods, and provide working capital in order to make a difference in the lives of those who need help the most.

The Loan Associate will assist with the lending, monitoring and reporting operations for a highly successful community development financial institution. Responsibilities will include documenting and closing commercial real estate, construction and working capital loans and lines of credit to organizations serving low-income communities in Northern California. The Loan Associate will also be responsible for Lending Department operations and monitoring functions to ensure compliance with terms and conditions of all loans including preparing and maintaining lending records and reports. NCCLF currently has a loan portfolio of approximately 70 borrowers with aggregate outstanding balances of over \$45 million, and a New Market Tax Credit (NMTC) portfolio of over \$158 million, covering seventeen projects.

The position requires a highly motivated person with a background in commercial real estate or small business lending operations. The ideal candidate is also someone who understands the unique needs of nonprofit human service providers, affordable housing developers, or healthy foods enterprises. The candidate must be a self-starter, have the demonstrated ability to accurately and efficiently work on several tasks simultaneously and have superior written and verbal communication skills. Finally, the candidate should enjoy working in an active and expanding nonprofit and thrive in a friendly, cooperative, and fast-paced environment.

Responsibilities

Loan Documentation and Closing (40%)

- Coordinate closing and funding process in conjunction with the other Loan Associates and Manager of Loan Administration, Loan Officers, borrowers, outside legal counsel, title officers and related parties
- Document commercial real estate loan transactions (including construction loans and New Markets Tax Credit loans) from commitment to funding in a timely manner
- Review title reports, escrow instructions, loan documents, surveys, environmental, property condition reports, insurance and other exhibits ensuring no losses as a result of improper closing procedures
- Ensure compliance with all loan requirements, commitment and approval conditions
- Anticipate and effectively manage closing problems by identifying and recommending solutions to meet the needs of NCCLF and our borrowers
- Ensure files are kept organized, maintaining an audit trail of all closing steps

Lending Operations (40%)

- Communicate effectively with borrowers and serve as one of the primary points of contact for loan closing and post-closing
- Review and process funding disbursement requests, ensuring proper documentation and compliance with loan conditions.
- Collect quarterly financial statements and reporting documentation and assist in determining financial condition, credit-worthiness and project compliance for all borrowers
- Monitor compliance with credit policies covering risk management and participate in quarterly monitoring and loan loss reserve meetings
- Maintain working knowledge of loan policies and protocols
- Work closely with Finance Department to ensure correct accounting for all loans
- Effectively track, analyze, communicate, and make recommendations to address loan delinquencies
- Maintain post-closing credit and monitoring of original documents and electronic files
- Prepare and maintain Lending Department operations and activity reports
- Maintain the loan portfolio management system and related databases

Social Impact, Compliance & Reporting (10%)

- Work with Finance and other staff to prepare annual and quarterly reports to the CDFI Fund and multiple other funders and investors
- Work collaboratively with other departments to manage information, reporting and document preparation for various internal and external needs include funding requests, grant reports, annual audit, securities permit application and compliance with investor covenants.

Other duties as assigned (10 %)

- Assist or lead ad-hoc projects as assigned that may include industry research, product development, operational efficiency, compliance and reporting systems protocol, social impact tracking development, funding applications or policy analysis

Minimum Required Qualifications

- Undergraduate degree in business, finance, economics, accounting or related field
- Minimum of two years of commercial real estate or small business loan operations experience with a demonstrated expertise in loan closing and monitoring, preferably in the field of community development lending
- Must demonstrate a high level of attention to detail and commitment to accuracy
- Excellent communication and organizational skills
- Superior judgment and prudent decision making abilities
- Financial analysis and database skills (e.g. Salesforce) with a demonstrated proficiency in MS Office Suite
- Demonstrated ability to consistently multi-task and manage a varied and occasionally intense workload
- Exhibit a high degree of professionalism demonstrating accuracy, timeliness, and teamwork
- Ability to build relationships internally and externally and elicit confidence by demonstrating reliability and professionalism
- Strong team player and ability to work effectively in a cooperative and diverse environment
- Enthusiasm, entrepreneurial spirit, and a strong commitment to work in community development
- Ability to develop strong relationships with clients and other stakeholders.

Desired Qualifications, Skills and Experience

- Understanding of and experience with affordable housing development, nonprofit community facility construction, and asset management
- Familiarity with real estate loan documents and basic legal terms
- Understanding of and experience with either the New Markets Tax Credit program or Healthy Foods access.
- Knowledge and experience with nonprofit community-based organizations

Relationships

Position reports to the Manager of Loan Administration; communicates regularly with borrowers and clients; attends and participates in Loan Committee meetings; interacts extensively with the lending team and staff/management in other NCCLF departments; and represents NCCLF to outside constituencies.

Job Context

Position is pivotal to the success of the Lending and Finance Departments and operates in a collaborative, cooperative, team environment. Workload will vary requiring flexibility with time. Outside and evening meetings are occasionally required.

Hours and Location

- Full-time position
- Work hours will be predominantly during regular business hours, although occasional evening or weekend hours will be required. A flexible schedule can be accommodated.
- Worksite will be based within the offices of NCCLF in San Francisco

Compensation and benefits

Competitive nonprofit salary range depending upon experience, plus an excellent benefits package including health, dental, retirement plan and three weeks' vacation.

NCCLF is an equal opportunity employer; people of color and women are strongly encouraged to apply.

To Apply

To Apply: Send resume and cover letter (Attn: Loan Associate Search) via fax to 415-392-8216 or email to info@ncclf.org. **Application Deadline: Open until filled.**