



Loan Administrator Position Description

About NeighborWorks® Capital

NeighborWorks® Capital (NC) is a national non-profit loan fund headquartered in Silver Spring, Maryland. NC provides financing to member of the NeighborWorks® Network, 240 non-profit community development organizations serving cities, rural areas, and regions nationwide. NeighborWorks Capital is a certified Community Development Financial Institution (CDFI).

NC provides loans for real estate development projects that involve members of the NeighborWorks Network. NC provides flexible financing on a rapid basis for pre-development costs, acquisition of sites and properties, construction or rehabilitation, interim financing during operations, and a variety of other uses. This is an exciting time to become part of the NC team as it expands its customer base, increases its loan volume, and raises additional lending capital.

Summary

The Loan Administrator is responsible for the administration of NC's diverse loan portfolio, and the ongoing compliance and reporting of individual loans. This position will provide support to the the NC Lending Team and the NC Loan Committee. This position requires strong organizational skills, effective communications, and financial analysis to succeed in meeting the financing needs of the community-based nonprofit developers in the NeighborWorks Network.

Reports to: Director of Lending
Status: Full-Time (FLSA Exempt)

Related Duties and Responsibilities

Loan Portfolio Administration (40%)

- Provide regular progress reports on loan closings, extensions and modifications.
- Review requests for loan modifications/extensions and collect information necessary for underwriting of such requests.
- Update loan management and servicing database software as necessary. Track, file and report on compliance with payment of taxes, insurance and other non-financial matters.
- Track and maintain impact data necessary for CDFI reporting purposes.
- Prepare specialized reports as necessary.

- Update loan management and servicing database software as necessary. (already stated above)
- Other duties as assigned.

Loan Compliance and Reporting (40%)

- Request information, track submissions and analyze project status and compliance on quarterly project reports submitted by borrowers.
- Assist with the preparation of annual reviews for projects in the loan portfolio.
- Monitor compliance with payment and reporting requirements and work with Director of Finance and Administration, Director of Lending and Office Administrator to follow up with borrowers who are non-compliant.
- Collect and refer financial reports and other relevant information to Senior Loan Officer.
- Confirm repayment plans and timing with borrowers 90 days in advance of maturity. Report information to Director of Lending and Director of Finance and Administration.
- Other duties as assigned.

Loan Closings and Disbursements (20%)

- Generate draft loan documents and commitment letters for predevelopment loans.
- Maintain electronic and paper files of all loan documents.
- Review and prepare requests for loan disbursements.
- Prepare project descriptions for NC website.
- Other duties as assigned.

Qualifications

Education

- Bachelor's degree in business, finance, public administration, city/urban/regional-planning or related field is required.

Work Experience

- At least three years of experience with real estate development or loan administration at a financial institution.
- Other relevant experience and/or education will be considered in exchange for up to two of the three required years.

Skills

- A basic understanding of the financial structuring of affordable housing and community development projects.
- Excellent organizational skills, with outstanding attention to detail and the ability to work on multiple projects simultaneously, follow-through and meet deadlines.
- Pleasant, borrower-friendly nature with personable, cooperative attitude.
- Openness to learning new skills and systems, with an entrepreneurial work ethic.
- Ability to act professionally at all times and safeguard confidential borrower financial and other information.
- Excellent interpersonal and communications skills (verbal and written).
- Desire to be part of a team in a mission-based organization.
- Proficient in Microsoft Office software programs (Word, Excel, PowerPoint and Outlook);

- Ability to enter data and use database software; experience with loan management and servicing database software a plus.
- Ability to travel to participate in conferences. (5% - 10%)
- Fluent in English.

NeighborWorks Capital is an Equal Opportunity Employer.

How to Apply

Please submit a letter of interest, resume, and salary requirements **by no later than Friday, July 12, 2013** to: jobs@neighborworkscapital.org. Salary requirements must be provided in order to be considered.

Principals Only.