

Reinvestment Fund
Position Description
Loan Officer

Job Title: Loan Officer
Department: Lending Department
Reports To: Managing Director, MD and Washington, DC
FLSA Status: Exempt
Date: January 2017

ABOUT TRF:

Reinvestment Fund (RF) is a national leader in rebuilding America's distressed towns and cities through the innovative use of capital and information. Our mission is to build wealth and opportunity for low-wealth people and places through the promotion of socially and environmentally responsible development.

RF is a catalyst for change in low-income communities. We integrate data, policy and strategic investments to improve the quality of life in low-income neighborhoods. Using analytical and financial tools, we bring high-quality grocery stores, affordable housing, schools and health centers to the communities that need better access—creating anchors that attract investment over the long term and help families lead healthier, more productive lives.

RF total revenues are in excess of \$48 million. We manage \$964 million in capital, sourced from 850 investors, which range from individuals to civic organizations to financial institutions. Our total assets are \$457 million and total net assets are \$168 million. We have deployed over \$1.8 billion into community revitalizing and job creating projects and enterprises over our 35-year history. RF maintains a AA general issue rating from S&P, as well as a AAA+1 rating from AERIS (highest rating available from industry rating agency).

OPPORTUNITY:

RF is currently seeking a Loan Officer within the Lending Department in its MD, DC, VA regional office based in Baltimore. RF's Lending Department is unique in its range of expertise and disciplined approach to financing. As a nationally recognized innovator in the financing of economic and neighborhood revitalization, RF attracts enormous talent and offers its lending staff an unrivaled platform to combine business acumen and financial skills with social mission. A career at RF is a chance to learn, train and contribute to this work with some of the best in the community development field. It offers opportunities for knowledge and skill enhancement that are uncommon for a company of its size.

JOB DESCRIPTION:

The Loan Officer is responsible for developing and maintaining strong relationships with borrowers and providing quality customer service, acting as the principal account manager for new and existing customers. The Loan Officer develops, generates, and follows-up on new client leads through referrals, and calls on existing borrowers to review lending activities and makes recommendations as needed. The Loan Officer is responsible for business development, credit analysis, underwriting, and proper loan structuring within the parameters of existing lending programs.

ESSENTIAL DUTIES AND RESPONSIBILITIES:Business Development

- Identify opportunities for new business in existing portfolio, from referrals, and through proactive marketing efforts
- Assist in development of marketing tools, loan products, process reviews, etc. as required
- Represent RF in various public settings

Loan Production

- Assist borrowers with loan applications; assess adequacy of information provided; provide feedback to borrower and Manager
- Structure Loan Transactions - fit borrower needs in tandem with RF program guidelines; make pricing and loan structuring recommendations
- Financial Analysis - spread financial statements; author concise summaries of borrower's financial condition including trend analysis; comparison to peers/industry; analyze composition and percentages, and quality of financial documents' preparation; review budgets, operating statements, and cash flows
- Credit Analysis – author credit memos including both analytical and descriptive writing; assess risks of transactions' strengths and weaknesses, make recommendations and present to loan committee for approval
- Attendance and participation at loan committee required

Loan Closing & Monitoring

- Negotiate loan's financial, business and legal terms
- Prepare loan commitments and loan documents with assistance from legal counsel
- Coordinate loan set up and loan servicing needs of borrower with Credit Administration Department
- Monitor assigned loan portfolio and maintain relationships with current borrowers, underwriting and closing additional loans as requested by borrowers and soliciting repeat business
- Assure timely loan closing and funding activities

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education, Experience, Certifications:

Bachelor's degree required from 4-year college or university in business field including specific courses in accounting, finance, and economics. Additional bank related training a plus. Minimum 5 years experience in community development real estate.

Skills Required:**ORGANIZATIONAL SKILLS**

- Well developed organizational and decision making skills
- Ability to meet deadlines and handle multiple responsibilities simultaneously
- Ability to create and manage external client relationships

COMMUNICATION

- Verbal: Ability to communicate in a clear, comfortable and confident manner. Communicates effectively and in a way that supports teamwork – conveys insights to peers and managers quickly and concisely. Ability to present credit recommendations to Loan Committee and answer questions with confidence
- Written: Demonstrated ability to write clear, organized and accurate memos, incorporating a range of information and analysis. Ability to translate financial and numerical data into written form

FINANCIAL ANALYSIS

- In-depth knowledge of development proformas, operating projections, and financial statements. Ability to both prepare proformas and projections and analyze/manipulate those prepared by borrowers to conform to RF's underwriting criteria
- Ability to spread and analyze audits, tax returns and other financial statements; comfortable discussing questions and concerns with borrowers and preparers
- Ability to draw conclusions from financial and market data to make sound recommendations regarding loan conditions and requirements

COMPUTER/TECHNOLOGY

- Excellent Word, Excel and Windows file management skills mandatory
- Demonstrated web research skills
- Familiarity with Outlook or similar network-based email and calendar software

COMPENSATION AND BENEFITS:

RF will offer a competitive salary based on experience and skills, as well as an excellent benefits package including employer-paid health, disability and life insurance, 401(k) savings plan with employer match, flexible spending accounts (medical, dependent care and transportation), tuition reimbursement, paid time off, and EAP program. ***A partial telecommuting schedule is available.***

TO APPLY: Please email, mail, or fax resume with cover letter and salary requirement, as well as employment application (<http://www.trfund.com/wp-content/uploads/2015/08/New-Employee-Employment-Application.doc>) to:

Human Resources
Reinvestment Fund
1700 Market Street, 19th floor
Philadelphia, PA 19103
215-574-5900 fax

Reinvestment Fund uses *E-Verify* to validate all new hires' ability to legally work in the United States. Reinvestment Fund is an Equal Opportunity Employer. Reinvestment Fund does not discriminate in hiring or employment practices on the basis of race, color, religion, gender, age, sexual orientation, marital or familial status, national origin, non-job related disabilities, or status as a veteran.