Job Title: Associate, Capital Region
Department: Lending Department, Originations
Reports To: Senior Director, Capital Region
Date: August 2020

ABOUT US:
Reinvestment Fund 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 communities creating anchors that attract investment over the long term and help local residents thrive.

The Lending & Investment Department balances social mission with an adherence to credit discipline to make loans with a beneficial impact to communities. We finance community restoration projects that enhance quality of life and economic opportunity centered around places where structural/systemic racism has led to disinvestment. With over two billion dollars deployed since inception, Reinvestment Fund is a leading Community Development Financial Institution (CDFI). Our current financial products span commercial lending, New Market Tax Credits, program services, and impact investment funds management. We value flexibility in developing financial products for our customers, maintaining responsive portfolio management and working with capital partners who share our mission.

JOB DESCRIPTION:

The Originations group is responsible for collaboratively developing the borrower relationships, community connections and partnerships with peer organizations to ensure the department achieves its annual target of closing $150+ million in new loan originations. Associates bear general origination responsibility, including overseeing transactions directly or working to support another lender, and may specialize as either a subject matter expert in one or more of our products (housing, clean energy, healthcare, etc.) or as a target market expert. Our target market experts know the social and civic dynamics of one of Reinvestment Fund’s core geographies (Greater Philadelphia, Baltimore and the capital region, or Greater Atlanta and the Southeastern US), and ensure our projects align with the community’s needs.

Reinvestment Fund has an immediate opening for a Associate to serve as a target market expert for Baltimore and the capital region. The Associate will be responsible for cultivating client relationships through the complete lifecycle of a loan, from client acquisition, underwriting, closing and relationship management. This individual will be responsible for a volume of annual originations, but more importantly for ensuring that the loans and relationships are consistent with the mission of Reinvestment Fund.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

• Underwrite potential loans as assigned. This position will have a particular focus on underwriting transactions in the greater Baltimore region, but will also have regular
opportunities to work across asset classes and geographies as demand requires.

• Work with Management, Portfolio Management and peer lenders to maintain underwriting standards, evaluations of risks and understanding of mission impacts for potential loans.
• Work with current and potential customers to develop pipeline of projects and loans for underwriting.
• Prepare credit approval memos and present to approval authorities, including Senior Management as required under Loan Policy.
• Develop, maintain and represent Reinvestment Fund in relationships across Baltimore and the capital region, including business community, with non-profit partners, philanthropies, investors etc.
• Understand local market trends, opportunities and challenges and communicate that analysis to internal and external stakeholders.
• Work with third-party counsel and internal managers to develop, review and execute loan documents for loans as assigned.

WHO WE ARE LOOKING FOR:
Originations requires a high level of independent, analytical work, strong interpersonal skills and good judgment. Staff juggle several projects at a time and regularly adjust priorities based on new deadlines. Staff are expected to be flexible and accountable to the team. They are supported by a collaborative, collegial environment and responsive management.

Qualified candidates should have financial industry background, experience in commercial lending or community development and outstanding organizational skills. Strong analytical skills in mission areas such as health policy outcomes, commercial real estate management or the arts can replace or supplement financial background. The successful candidate will have a track record of working collaboratively on projects and will have a demonstrated affinity for working in a team setting. He or she will be passionate about using finance as a tool to change people's lives for the better.

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 in finance, economics, accounting or other related fields preferred but not required. Equivalent non-academic experience may also be considered if that experience is in the industries to which we lend.
• 5-7 years job experience with increasing levels of analysis expertise in Financial Services, Real Estate, an industry related to Reinvestment Fund’s work.

SPECIALIZED SKILLS:
REQUIRED
• Experience creating and communicating complex business and financial analysis including formal writing and oral presentation to decision-makers.
• Ability to effectively synthesize information, organize logical arguments and summarize key points.
• Experience performing analysis and modeling in Excel.
• Ability to draw conclusions from financial and market data to make sound recommendations regarding credit risks.
• Familiarity with the significant political and community stakeholders in Baltimore and the Washington DC metro.

**PREFERRED**
• Experience reviewing legal documents such as leases, mortgage notes, contracts, etc.
• Experience reviewing construction budgets, project plans, appraisals, inspection reports and other real estate documents.
• Experience working with diverse people and community-based organizations.
• Experience with affordable housing subsidy programs, New Markets Tax Credits, historic tax credit programs and other economic development tools.

**COMPENSATION AND BENEFITS:**
Reinvestment Fund offers 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.

**APPLY:**
https://www.reinvestment.com/career/associate-capital-region/

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.