

Job Description

J.P. Morgan Chase's Community Development Banking (CDB) business is a national leader in community development finance for affordable housing and economic development projects. Through our resources, CDB offers financing for projects of any size and complexity, including construction, bridge, and permanent lending for affordable housing, CDFI financing, and Historic Tax Credit and New Markets Tax Credit investing. CDB's clients include: for-profit and not-for-profit developers; government entities engaged in housing and economic development; CDFIs, community-based organizations and businesses and nonprofits expanding in low-income communities.

As **Banker Associate** for affordable housing transactions you will partner with one or more Bankers and serve as a contact point for customers to resolve issues/difficulties across multiple departments. In this role, you will be responsible for the following functions:

- Partner with the Banker in analyzing and structuring transactions by interfacing with prospective customers, reviewing and processing applications
- Responsible for requesting and filing documentation from borrowers, managing closing checklists. Review multi-layered, complex entity documentation and financing structures and examine all due diligence items, including third party reports and market data
- Serve as a key member of the deal team in coordinating with all parties internally and externally during loan closings, ensuring a flawless client experience. Coordinate Risk or Investment Committee submissions.
- Work with Banker on preparation of materials for internal or external presentations
- Assist Banker in managing pipeline, including updating borrowers on the status of their financing
- Develop relationships both internally and externally via various industry and community events to help build pipelines and retain existing clients, in partnership with Banker.
- Attend team marketing events, trade shows and conferences

Qualifications:

- BA/BS or equivalent experience required
- Preference for 2 years of experience in real estate lending (multifamily), credit analysis (commercial real estate, tax credit financing or CDFI lending) or in affordable housing/community development project management. Willingness to support the team and learn the business.
- Excellent analytic skills
- Demonstrated project management skills with the ability to multi-task.
- Strong organizational and execution skills
- Self-motivated with strong work ethic and desire to work in a fast-paced environment.
- Excellent written and verbal communication, interpersonal, and teamwork skills
- Intermediate computer skills (familiar with MS Office products or similar software)
- The final title and job grade is at the discretion of the firm and will be discussed at the time of offer. It may be different than what is listed on the requisition based on candidate experience level.

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