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**LOW INCOME INVESTMENT FUND
LOAN OFFICER, MID-ATLANTIC REGION
AFFORDABLE HOUSING**

Location: Washington, DC
Reports to: Director, Mid-Atlantic Region
Exempt classification: Exempt
Status: Regular, Full time
Salary range: \$120,000 to \$130,000 Annually

THE COMPANY:

The Low Income Investment Fund is a non-profit community development financial institution, that mobilizes capital and partners to achieve opportunity, equity and well-being for people and communities. LIIF innovates financial solutions that center racial equity to create more equitable outcomes for all by building and preserving affordable homes, quality educational opportunities from early childhood through higher education, health clinics, healthy food retail and community facilities. In this way, LIIF provides a bridge between private capital markets and communities. LIIF's headquarters is in San Francisco and has offices in Los Angeles, New York, Atlanta, and Washington D.C. More on LIIF can be found at liifund.org.

POSITION SUMMARY:

The Loan Officer position is Washington-based, primarily serving a geographic area that includes the District of Columbia, Maryland, and Northern Virginia. The Loan Officer originates, underwrites, and closes acquisition, predevelopment, construction, and term loans in support of LIIF's core businesses of affordable housing. The Loan Officer may also help source and support transactions that involve mixed use and community facilities and/or that utilize New Markets Tax Credits (NMTCs) and other structured finance products. In accordance with LIIF lending policies and procedures, the Loan Officer prepares and presents loan narratives/credit memos to the loan committees or other approving entities for approval. Following loan approval, the Loan Officer coordinates with LIIF's Loan Administration group with loan closing and with LIIF's asset management team for the ongoing asset management of such loans.

The Loan Officer provides input on and supports the achievement of regional and overall Lending work plan goals. The Loan Officer is also involved in marketing LIIF products and programs to potential clients and is responsible for relationship management with borrowers, lending partners, technical assistance providers, government agencies, and public officials.

REPORTING RELATIONSHIPS:

The Loan Officer reports to the Director, Mid-Atlantic Region. The Loan Officer works with an Underwriter on some loans and works closely with Loan Associates on loan closings and with Loan Associates and Asset Managers on asset management. The Loan Officer may also work with colleagues in LIIF's early care and education group or other program teams. The Loan Officer communicates with potential and existing borrowers, third party lenders, attorneys and other outside groups. The Loan Officer also attends regular loan committee meetings and represents LIIF to outside groups as requested.



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MAJOR DUTIES AND RESPONSIBILITIES:

The Loan Officer supports the lending goals of the region by:

Marketing/Business Development:

- Develops lending pipeline through screening inquiries, identifying and responding to new business opportunities, and meets regularly with current LIIF clients and potential borrowers to discuss their development pipelines and credit needs
- Attends various industry and client functions, representing LIIF as a part of the client team
- Maintains current knowledge of local, regional and national trends and conditions in the real estate development sector, including policy initiatives that will affect the underwriting, financing and development processes

Underwriting:

- Structures loans both to meet customers' needs and to comply with internal guidelines based on extensive review and analysis of information gathered from the potential borrower and other sources and in consultation with the regional Director, LIIF's Chief Credit Officer, VP, Northeast Region and other relevant LIIF lending staff.
- Performs due diligence review and evaluation of loan requests, including site inspections, pro forma analysis, reviewing appraisals, assessing entitlement status, reviewing environmental reports, and spreading/analyzing borrower financial statements.
- In consultation with the Director, negotiates with borrowers on all aspects of loans, prepares a credit memo, and secures the appropriate level of approvals from internal staff and/or the loan committee with a recommendation for action.

Closing, Monitoring and Servicing:

- Following financing approval, drafts a commitment letter and/or coordinates loan documentation and work performed by attorneys and other LIIF staff.
- Working in close collaboration with the assigned Loan Associate, guides the transaction through closing. The Loan Officer is responsible for ensuring that the business terms of the transaction as reflected in the loan documents are consistent with the underwriting of the loan.
- With the Loan Associate, develops and maintains files to ensure accuracy and completeness.
- After loan closing, provides ongoing support to and coordination with the Asset Manager managing the credit on a routine basis.



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Other:

- The Loan Officer must consistently provide excellent external relationship management.
- The Loan Officer must become proficient in working with internal systems, including the LIIF Lending Manual and LIIFs database system used for tracking transactions through the underwriting process and generating key pipeline and asset management reports.
- The Loan Officer must be self-motivated and able to adapt to a hybrid work environment with scheduled days in the office for collaboration with colleagues.

SKILLS REQUIRED:

The ideal candidate will have demonstrated skills, knowledge, and a minimum of 3 to 5 years' progressively responsible experience, and should possess the following skills: (1) experience with community development and/or real estate lending and credit analysis, structuring and deal underwriting; (2) strong written, verbal communication and public speaking skills; (3) familiarity with federal, state, and local government funding sources for capital and operating needs of multi-family housing as well as supportive and other types of housing, and (4) ability to work independently and manage competing priorities with a modest amount of supervision and direction.

EDUCATIONAL AND OTHER REQUIREMENTS:

Educational background should include degree work in a relevant area of study such as finance, real estate, urban planning, public policy, or business administration. A bachelor's degree is required although an advanced degree is preferred. In addition, the position requires a high degree of self-motivation, dedication, creativity, and perseverance; flexibility with time, travel and willingness to accept a demanding (and personally satisfying) position. Strong time management skills and ability to work well with others are important attributes.

HOW TO APPLY:

Please apply with Resume and Cover Letter via our recruitment portal:

https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=cb73ca7c-d700-429b-a6ab-bf50165187ec&ccId=19000101_000001&lang=en_US

via email: careers@liifund.org

Notice to Third Party Recruitment Agencies:

Please note that Low Income Investment Fund does not accept unsolicited resumes from recruiters or employment agencies. In the absence of an executed Recruitment Services Agreement, there will be no obligation to any referral compensation or recruiter fee.



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In the event a recruiter or agency submits a resume or candidate without an agreement Low Income Investment Fund shall explicitly reserve the right to pursue and hire those candidate(s) without any financial obligation to the recruiter or agency. Any unsolicited resumes, including those submitted to hiring managers, shall be deemed the property of Low Income Investment Fund.

We do not accept unsolicited phone calls. Only candidates being considered for a position will be contacted.

LIIF, an EOE (Equal Opportunity Employer), believes that diversity ensures excellence. All qualified applicants will receive consideration for employment without regard to race, color, religion, sexual orientation, gender, or national origin. Candidates of diverse background and with diverse experience are strongly encouraged to apply for this position.