



Senior Lending Officer

COMPANY BACKGROUND

NIIF is an innovative, non-profit investment fund that brings much needed capital to historically disinvested communities in Baltimore City to support inclusive, equitable growth. As a public-private partnership created and launched by Baltimore City, NIIF is a place-based fund with loans and investments targeting Eligible Neighborhoods defined by the City that have suffered for generations from lack of investment, segregation, and racial discrimination. These neighborhoods, which comprise roughly 65% of the city, are home to more than 90% of the City's Black residents. The Fund is an independent 501(c)(3) organization certified by the US Treasury as a Community Development Financial Institution and capitalized by a \$51.7 million loan from the Baltimore City. Since its launch in 2019, the Fund has grown rapidly, committing over \$35 million to impactful projects and initiatives to date.

NIIF is committed to a diverse, equitable, and inclusive workplace. From an investment perspective, we seek to support diversity, equity, and inclusion within the neighborhoods, projects and organizations that we support. Among other things, this includes investing in projects and organizations that:

- Serve diverse populations and segments of the City that have historically suffered from redlining and other forms of discrimination;
- Have significant minority and/or women-owned leadership and/or ownership within the sponsoring organization;
- Create career opportunities for City residents with a focus on hiring residents from populations that have been historically-disenfranchised and/or have experienced systemic barriers to employment; and / or
- Promote wealth building for historically disinvested communities.

JOB DESCRIPTION

NIIF is seeking an experienced Senior Loan Officer to join our team as we grow our activities and impact. The Lending Officer will be primarily responsible with overseeing the analysis and underwriting processes of loans and helping to build new lending relationships. We seek to support a wide variety of projects including housing, commercial development and community facilities, and to execute loans at all stages from pre-development, construction and bridge lending to longer term loans. As NIIF is building and expanding its offering, we seek a creative and entrepreneurial team member who is eager to help design, underwrite and implement new products and processes and take advantage of the opportunity to grow with the organization.

The Senior Loan Officer is responsible for supporting the work of the CEO and Chief Lending Officer, and for working collaboratively with NIIF's Board, Fund Manager and CFO/accounting provider.

Our ideal candidate will be:

- A thoughtful and thorough underwriter who is passionate about NIIF's mission and able to market our products and services.
- An entrepreneurial team player who solves problems, enjoys collaborating with internal and external partners, and communicates effectively in multiple venues.
- An independent contributor who coordinates activities with the Chief Lender, CEO, and fund manager and exercises autonomy and sound judgement in interaction with an array of diverse borrower clients and community stakeholders.

PROFESSIONAL DUTIES AND RESPONSIBILITIES

Loan Underwriting and Origination - In accordance with loan policies and procedures, the Lending Officer will evaluate the creditworthiness and capabilities of projects, the borrower / guarantor and the relevant collateral that supports a proposed loan including:

- Work with borrowers to develop pipeline and collect project information and due diligence materials
- Perform credit analysis of financial statements for borrowers / guarantors;
- Conduct thorough due diligence, including reviewing and evaluating various aspects of loan underwriting such as appraisals, construction cost reviews, property condition reports, environmental reviews and site inspections
- Under supervision of Chief Lending Officer, prepare credit / investment proposals, including relevant project financial models, sensitivity analyses, and borrower / guarantor financial analysis and present findings to Investment Committee for approval
- Work with borrowers, attorneys, consultants, and other funders to close transactions in a timely manner and with legal documentation acceptable to NIIF
- Manage pipeline and support in impact reporting tracking systems.

Business Development

- Actively engage with public and private sector stakeholders including the City, state, and other community development institutions.
- Collaborate with the Chief Lending Officer and Fund Manager in designing/upgrading loan underwriting, servicing and portfolio management policies
- Participate in product development efforts focused on meeting the unmet financing needs in NIIF-eligible neighborhoods
- Prepare informational materials on loan products as needed

Organizational Support

- Manage impact measurement and tracking for transactions including NIIF transaction survey
- Support relationships with Fund Manager, accounting staff and other third-party providers;
- Work on capital funding applications from Public and Private sources
- Oversee junior staff in compiling minutes for Board and Investment Committee meetings.
- Assist in production of external communication including website, e-Newsletter and Annual Report

REQUIRED QUALIFICATIONS

- A self-motivated, hands-on, highly-resourceful individual able to thrive in a start-up environment
- An undergraduate degree in business, finance, real estate, urban planning or related field is required. A graduate degree is preferred
- A minimum of 5 years of work experience in real estate-based lending or related lending field, including credit analysis. Experience at a CDFI or other mission-based institution is preferred
- Proficiency in analyzing financial statements and real estate transactions
- Experienced in reviewing due diligence items related to loan transactions including, but not limited to, appraisals, environment and construction cost review reports
- Knowledge of loan closing process and loan documents
- Familiarity with federal, state and local government funding sources for capital and operating needs of transactions
- Strong interpersonal skills and ability to work collaboratively with a diverse set of organizational stakeholders
- Excellent writing skills for professional quality products

BENEFITS

- Health coverage
- Fifteen (15) vacation plus up to five (5) personal / sick leave days per year. Vacation and sick days will not carry over
- Retirement benefits to be negotiated

COMPENSATION

- Salary and benefits are commensurate with experience: Salary range \$100-120k

HOW TO APPLY

- Please submit a letter of interest and resume to Jobs@baltimoreniif.org
- Principals only