



## Virginia Community Capital Real Estate Loan Officer Job Posting

### **About VCC:**

Virginia Community Capital is a Community Development Financial Institution (CDFI) with a mission to create jobs, energize places, and promote an enhanced quality of life for Virginians. With offices in Christiansburg, Norfolk, and Richmond, we offer innovative and flexible financing tools throughout the state. In addition, we provide professional advisory services to individuals and organizations in low-to-moderate income and underserved communities. For more information about VCC, visit:

<https://www.vacommunitycapital.org/>

### **Opportunity:**

VCC is currently seeking a **Real Estate Loan Officer** to support our team through our next stages of growth. VCC seeks to continue its sustainable organizational growth and focus new programs and lending programs to 1) Create Vibrant Places in Virginia, 2) Enhance Quality of Life for underserved areas of the Commonwealth, and 3) Provide support for Job Creation and economic prosperity.

VCC is unique in its range of expertise and disciplined approach to financing. A career at VCC is a chance to learn, train and contribute to communities throughout the Commonwealth. Additionally, you will be part of growing, dynamic mission-driven organization.

This position can be located in Richmond or Norfolk, Virginia.

### **Job Description:**

The Loan Officer is responsible for developing and maintaining strong relationships with commercial real estate and multifamily 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.
- Conduct proactive outreach calling in assigned territory, participate with team members in industry trade shows, attend planning and economic development meetings, and proactively call on community and economic development officials.
- Assist in development of marketing tools, loan products, process reviews, etc. as required.
- Represent VCC 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 VCC program guidelines; make pricing and loan structuring recommendations.
- Financial Analysis - review financial statements; budgets, operating statements, cash flows, and all project pro formas and sources and uses statements.
- 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 commitment letters.
- Coordinate loan closing and loan servicing needs of borrower with Loan Closer.
- If appropriate, approve construction draws reviewed and recommended by Construction Admin.
- 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:**

Education, Experience, Certifications:

- Bachelor's degree required from 4-year college or university in business field including specific courses in accounting, finance, and economics.
- Minimum 8-10 years experience in commercial real estate lending environment.
- Experience with lending with historic or low-income housing tax credit programs will be given priority consideration.

Skills Required:

**Organizational Skills**

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

**Financial Analysis**

- In-depth knowledge of development pro-formas, operating projections, and financial statements. Ability to both prepare pro-formas and projections and analyze/manipulate those prepared by borrowers to conform to VCC'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.
- Ability to analyze real estate projects and appraisals, including Environmental reports.

**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.
- Prior usage of CRM and Encrypted file sharing platforms
- Experience with information technology security protocols

**Compensation and Benefits:** VCC offers a competitive salary based on experience and skills, as well as an excellent benefits package including health, disability and life insurance, 401(k) savings plan with employer match, and paid time off. The salary range for this position is \$110,000-\$120,000. In addition to salary, this position is eligible for a bonus opportunity if bonuses are paid in any given calendar year.

**Visit:** <https://recruiting.paylocity.com/Recruiting/Jobs/Apply/733434> to apply or mail or fax resume with cover letter to:

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