



Commercial Lending Senior Underwriter

City First Enterprises (CFE) is a financial institution working at the intersection of financial innovation and impact investment, in the quest for a more equitable economy. We are risk entrepreneurs investing in underserved communities, centering our focus on the people and places historically overlooked by mainstream finance.

CFE's lending vehicle is the **Equitable Growth Fund**, a loan fund designed to provide accessible debt capital to entrepreneurs, innovators and change-makers working in affordable housing, small businesses, education, nonprofits, community facilities, and commercial real estate in the Washington, DC, Maryland, and Virginia.

CFE is a Community Development Financial Institution (CDFI), a designation by the United States Treasury to organizations expanding economic opportunity in low-income communities by providing access to financial products and services for residents and businesses. CFE is part of the City First Family of organizations, which includes City First Bank. To learn more about our organization, please visit our website at <https://www.cfenterprises.org/>.

THE POSITION

The ideal Underwriter candidate knows how to work in a dynamic collaborative environment and has strong financial analysis and writing skills. He or she seeks to play a pivotal role in a growing nonprofit community loan fund that is committed to mission-oriented lending across the region.

Under guidance of the Chief Credit Officer, the Underwriter is responsible for reviewing financial data, assessing credit risk and structuring transactions working in conjunction with the organization's Lending Team. As part of a compact team, the job duties will expand beyond core credit analysis, contributing to periodic portfolio reviews, and monitoring the overall credit health of a robust portfolio of commercial real estate and small business loans. Versatility and flexibility across a wide spectrum of business tasks are key.

Additional responsibilities include providing competent, thorough, courteous, and efficient customer service to both internal and external customers with a minimal level of direction, guidance, and oversight.

CORE FUNCTIONS AND RESPONSIBILITIES:

- Performs financial statement analysis and independently interprets them, delivering written reviews of financial information.
- Ability to assess the credit worthiness of potential borrowers moved into underwriting, by evaluating financial statements, tax information, organization information under the supervision of senior staff.
- Is flexible and adept at finding solutions to core credit issues discovered in underwriting. Capable of using sound risk management practices to structure deals.
- Has a fluid understanding of community development principles in relation to lending.
- Day to day functions may include:
 - Creating and analyzing financial statements with the use of Excel
 - Identifying information needed to perform and underwriting analysis by reviewing a credit file
 - Conducting research relevant to loan applications under review
 - Performing interim and annual financial loan monitoring in close collaboration with Portfolio Manager
 - Contacting borrowers to collect updated financial information as required.
- Collaborates with Loan Closing Specialist in preparing loan documentation.
- Performs other duties as may be deemed necessary and appropriate.

OTHER RESPONSIBILITIES OF THE POSITION INCLUDE:

- Collaborates on business development efforts including the ongoing marketing of the organization's loan products and expansion of its lending portfolio
- Develop relationship with potential borrowers (individual and institutional)
- Respond to leads, moving the potential transaction from interest to underwriting as effectively and efficiently as possible by, among other things, collecting the necessary information for an early assessment of the potential deal's viability

QUALIFICATIONS AND EXPERIENCE

- Ideal candidate has a minimum of 5-8 years' experience in mission-oriented financial analysis and underwriting, deal structuring, and relationship and loan processing management. This is not an entry level position. The ideal candidate should have working knowledge of core commercial real estate and/or small business finance and lending.
- Strong writing and composition skills.
- Experience or interest in working with diverse low-income communities.
- Knowledge of and/or interest in community development, racial equity and inclusion.

In short, we are looking for an individual who would help us improve how we work day-to-day, and maximize the growth and impact of our organization in the long term.

The right fit would be someone willing to work hard, and always holding themselves to a high bar of performance. Sounds like you, or someone you know? Please reach out!

COMPENSATION

The starting salary is \$70,000 - \$90,000, based on experience. We also offer a generous benefits package that includes employee-sponsored health and dental, life insurance, a health savings account with annual employer contributions, retirement plan with employer matching, paid parental leave and a generous paid time off program.

Our office is a unique work environment that is open, innovative and collaborative. We are conveniently located at Thomas Circle in the District. CFE provides generous transportation benefits up to the IRS minimum for qualified work travel.

Due to the national health emergency the CFE team is currently working remotely. We anticipate returning to the office sometime later this year. It is important for our employees to live in the DC Maryland and Virginia area. The ability to work remotely and collaboratively is an important aspect of this opportunity.

TIMING

Selected candidates will be contacted for an initial phone screen on a rolling basis. The position is expected to start by early June 2021.

TO APPLY

Please email resume and cover letter to Jobs@cfenterprises.org. No phone calls, please. City First Enterprises is committed to serving the communities in which we work and live. The City First family is dedicated to promoting diversity, multiculturalism, and inclusion in our work and hiring practices. City First Enterprises is fully focused on equality and economic inclusion and believes that diversity in opinion and background only helps further that mission.

We provide equal employment opportunities to all people regardless of ethnicity, age, religion (and lack thereof), disability that can reasonably be accommodated, marital status (including domestic partner status), ancestry, nationality, national origin, family status, sex (including pregnancy, childbirth, and related medical conditions), other medical condition (physical or mental), AIDS/HIV status, genetic information, sexual identity, gender identification (including transgender status), sexual orientation, and veteran status.

CFE is an equal opportunity employer.