

Enterprise Community Loan Fund

Loan Officer

Open

Enterprise Community Loan Fund is a certified community development financial institution and a member of the Enterprise family of companies. For almost 30 years, Enterprise has raised and invested over \$11 billion to help finance nearly 300,000 affordable homes in communities across the nation, and is the industry leader in green affordable housing. For more information about Enterprise, please visit our website at www.enterprisecommunity.org.

The Loan Fund has an immediate opening for a Loan Officer position. The position would have lending and portfolio responsibilities throughout Enterprise's national footprint .

Position Description

Reporting to the Chief Lending Officer of Enterprise Community Loan Fund, the Loan Officer is responsible for underwriting loan requests in support of community development with particular emphasis on community facilities and non-real estate, commercial transactions including small business lending. The responsibilities also include managing a defined portfolio of loans from origination through repayment. The Loan Officer is expected to develop and maintain relationships with community development organizations and other relevant groups for the regions in which he/she works, as well as field representatives of Enterprise. The position requires an experienced professional with strong analytical, financial and relationship management skills.

Responsibilities

- Contribute to production goals by identifying lending opportunities, and originating new loans upon referral through the Enterprise system and external partners.
- Structure and negotiate financing proposals/commitments, and prepare comprehensive written loan packages for review and approval by management or Loan Committee.
- Review and interpret third party due diligence reports, including appraisals, market assessments, entitlement/zoning classifications, and environmental reports to determine transaction viability and appropriate loan structure.
- Draft commitment letters and coordinate preparation of loan documents with attorneys.
- Manage the closing process, including internal and external closing counsel, and the collection, review, approval and execution of all closing items.
- Manage an existing portfolio of loans, including annual site visits, timely review of financial statements, review and approval of disbursement/funding requests, monitoring for covenant compliance and processing modification and extension requests.
- Maintain loan files in audit-ready condition to ensure accuracy and completeness.
- Work cooperatively with local and regional staff from Enterprise Community Partners and Enterprise Community Investment to coordinate and leverage Enterprise resources (grants, loans and equity) in project development and advancement of the One Enterprise approach.
- Assist with other projects as needed.

Qualifications

- Undergraduate degree required; advanced degree in business, finance or related field preferred.
- Five (5) years of lending experience, with three (3) years of non-real estate, commercial credit underwriting responsibilities required. NMTC and small business underwriting and knowledge of the broader community development field is a plus.
- Demonstrated experience in preparing and negotiating complex, multi-layered transactions and balancing the programmatic needs of community based organizations with sound underwriting judgment and risk mitigation.
- Ability to prioritize and manage multiple projects and assignments, meet tight deadlines, and coordinate and communicate effectively across all levels of an organization.
- Strong business development, analytical, communication, and problem solving skills, with working knowledge of spreadsheet programs.
- Detailed analytical skills with database management and spreadsheet knowledge.
- Familiarity with federal, state and local community development programs, particularly programs that finance charter schools and federally-qualified health centers.
- Ability to travel up to 30% of the time.