



Position Announcement: **LOAN PORTFOLIO MANAGER – OPEN ACCESS FELLOW**

Location: 801 S. Grand Avenue, Suite 775, Los Angeles, CA 90017

Supervisor's Title: Senior Loan Officer

ORGANIZATION OVERVIEW:

Genesis LA is a nonprofit community loan fund with a mission to deliver financial solutions that advance economic and social opportunities in underserved communities. Founded in 1998 out of the office of former Los Angeles Mayor Richard Riordan, Genesis LA is certified by the U.S. Department of the Treasury as a Community Development Financial Institution (CDFI). Since our inception, we have deployed more than \$500 million in capital, which has leveraged over \$2 billion in investments into community and economic development projects. These projects created or retained over 6,900 permanent jobs; serve over 100,000 clients a year; house 2,000 families; and provide goods and services to approximately 700,000 low-income people. We invest in these projects through two programs. First, our Genesis Community Investment Fund (GCIF) is currently capitalized at \$100 million and is used to make flexible loans ranging in size from \$75,000 to \$5 million. Second, we have deployed \$350 million in New Markets Tax Credit (NMTC) allocation, which leverages other capital and is invested into large real estate projects serving low-income communities.

All of Genesis LA's investments must demonstrate both financial viability and tangible community benefits to low-income people. Genesis LA's business model is unique in that it is focused on providing the type of financing that many other lenders cannot provide and it invests in new and innovative approaches to community and economic development. Our team works hands-on with nonprofits, small businesses, and women and minority-owned enterprises, by blending our financial products with capacity building services that can turn unique challenges and/or innovative ideas into viable, financeable projects. We often marry these services with customized, flexible capital products that can solve financing challenges not being addressed by others in the market.

POSITION SUMMARY:

Our company and the Open Access Initiative announce the Open Access Fellowship for 2023. Genesis LA consists of a small team that works collaboratively to deliver financing and investments to low-income communities in the Los Angeles region. The Loan Portfolio Manager will be part of Genesis LA's 12-person team and will specifically work within the Lending and Finance Departments. The Loan Portfolio Manager will report to the Director of Lending and will have significant responsibility related to analyzing loan and borrower performance, borrower financial performance and covenant compliance, portfolio reporting, and compliance with capital sources. The ideal candidate will have extensive experience working with seasoned loans and monitoring performance, and should possess a genuine desire to improve low-income communities. Our fellowship are short-term, volunteer experiential learning opportunities with no expectation of employment at the conclusion of the fellowship, although it may be offered.

RESPONSIBILITIES:

- Review closing memos provided by Lending Team regarding recently closed loans and investments
- Onboard new loans and investments into loan management software (Norridge Loan Software-NLS) and service loans through their life cycle
- Administer reviews of covenants and loan compliance on semi-annual basis in keeping with the final loan terms and conditions

- Assist with the review of loan draws and construction disbursements as needed
- Develop semi-annual portfolio reports on loan compliance; make recommendations on risk ratings and any necessary actions should loan be at risk or in default
- Assist with gathering and reporting on community impacts resulting from our investments
- Prepare various compliance reports for submission to internal and external stakeholders including Board of Directors, and third parties such as rating agencies, trade associations, investors, and funders
- Utilize tools such as Pivot Tables and database queries to streamline the production of information related to this scope of work, by referencing data stored in the NLS system
- Work collaboratively with Lending Team to gather community impacts and outcomes of Genesis LA-financed projects and maintain data in centralized database (NLS) for internal and external reporting

Other

- Assist with outreach to borrowers for additional information related to loan servicing and covenant compliance as necessary
- Assist with other information requests related to loans and financial activities from Management and Lending Team

QUALIFICATIONS:

- Bachelor's degree, preferably in accounting, finance, economics, or related fields
- Minimum of 3 years' experience in working with lending institution or similar management of financial or portfolio data
- Experience with Nortridge Loan Software is a plus
- Ability to prepare and analyze financial statements
- Ability to read and interpret loan documents
- Ability to produce and utilize accurate Pivot Tables, working knowledge of databases
- Strong communication skills, problem solving skills and attention to detail
- Outstanding interpersonal skills and ability to work collaboratively with a small team
- Strong organizational skills and capacity to prioritize multiple tasks to meet company goals and timelines
- Ability to work efficiently in a fast-paced environment and to exhibit flexibility within a dynamic and entrepreneurial organization
- Computer aptitude, including advance knowledge of Microsoft Office Suite Programs and other database software

Interested candidates should forward a resume and cover letter to Pavlin Buchukov, Senior Loan Officer at info@genes isla.org