



About UMEZ

The mission of the Upper Manhattan Empowerment Zone Development Corporation (UMEZ) is to sustain the economic revitalization of all communities in Upper Manhattan through job creation, corporate alliances, strategic investments and small business investments. UMEZ facilitates economic development in the neighborhoods of Central, East and West Harlem, Washington Heights; and Inwood.

UMEZ is a recognized Community Development Financial Institution (CDFI) and is proud to be certified by the U.S. Department of the Treasury's CDFI Fund as a part of a national network promoting economic growth by financing businesses, creating jobs, and rebuilding neighborhoods.

www.umez.org

Role as a Lending Fellow

- Participate in Business Investments client and staff meetings
- Assist the Business Investments team with structuring loan terms and the closing process for approved loans
- Review loan applications and support underwriter in completing financial analysis and the preparation of loan credit memo
- Support outreach and marketing to attract new loan clients
- Provide operational support to organization for ongoing asset management as needed
- Support research relating to effective lending platforms to onboard new borrowers

About you

Strong preference will be given to candidates with an undergraduate degree in business administration or finance. UMEZ seeks an energetic and resourceful person who will be able to reconfigure traditional financial and business solutions to inner city businesses.

The ideal candidate has the following experience:

- Strong financial and analytical skills
- 2-4 years of finance related experience
- A team player
- The ability to manage multiple projects at once
- Excellent written and verbal communication skills
- High motivation, a strategic thinker, and detail oriented

This is an excellent fellowship opportunity offering great experience and exposure to the community development finance industry. The position is based in New York City and requires in-person attendance.