



## **Florida Community Loan Fund Job Description - South Florida Loan Officer**

### **Position Summary**

The Florida Community Loan Fund ("Loan Fund") seeks a candidate with community development experience for a newly created loan officer position.

The Florida Community Loan Fund is a nonprofit financial intermediary with a mission of directing financing capital to benefit low-income communities. The Loan Fund provides financing for affordable/supportive housing, community facilities and economic development projects. The South Florida Loan Officer is responsible for carrying out lending activities in the South Florida region with a special focus on Palm Beach and Martin Counties.

### **Primary Responsibilities**

The South Florida Loan Officer will be responsible for sourcing projects in the region for each of the Loan Fund's programs, including preparing and processing loan applications; conducting regional marketing and outreach; coordinating technical assistance to prospective Loan Fund borrowers; and other typical Loan Officer duties as required.

### **Major Lending Function Responsibilities**

The South Florida Loan Officer will represent the Loan Fund and will be expected to meet the following goals and objectives:

- Assist in the development of marketing and outreach strategies to potential borrowers, investors and business partners;
- Solicitation, processing and initial analysis of loan applications;
- Perform due diligence, credit analysis and credit evaluations of potential borrowers;
- Assist in the preparation of credit memos and supporting documentation;
- Partner with technical assistance providers to deliver training services to prepare clients for borrowing;
- Assist in the preparation of monthly written reports showing the status of loan requests and applications;
- Coordinate with other Loan Fund staff to facilitate loan closings and disbursements;
- Assist in the design and distribution of Loan Fund promotional material to prospective borrowers, supporters, related organizations and investors throughout the region;
- Make presentations and participate in forums that inform the public and special audiences about the Loan Fund;
- Prepare written borrower and/or project reports for use with funders and investors re and in marketing materials such as a newsletter and annual report.

### **Additional Responsibilities**

- The South Florida Loan Officer will operate out of an office in West Palm Beach.
- As part of the Loan Fund's collaboration with the Community Foundation for Palm Beach and Martin Counties, the duties of the South Florida Loan Officer will require the maintenance of a close relationship with the Foundation and co-ordination with the Foundation's staff and overall community development efforts.
- The South Florida Loan Officer will be expected share expertise and market knowledge regarding affordable housing in Palm Beach County and Martin County with the Community Foundation.
- To work with developers and representatives of local units of government in exploring potential strategies for utilizing financing to achieve community development objectives
- To provide public education, outreach and technical assistance to help increase the

capacity of potential borrowers seeking to access the Loan Fund's Community Development, Preservation and New Market Tax Credit lending programs.

- To accept referrals and participate as needed in meetings with the Community Foundation and its grantees in order to coordinate and maximize the use of limited grant and loan capital to address affordable housing and other related community development needs in Palm Beach and Martin counties
- Assist with grant and investment proposals submitted by the Loan Fund and draft specific proposals as assigned.
- Assist with budget refinements and business plans of the Loan Fund.

### **Other Requirements**

This position requires frequent travel within the South Florida Region, and occasional travel to the Loan Fund's main office in Orlando. Additional travel to statewide and national conferences is also expected.

### **Qualifications**

The successful candidate will have community development industry experience, with a background that represents knowledge of both funding and financing community development projects. This may include experience from the non-profit or for-profit housing development field, the public sector or commercial banking sector.

Skills and experience include:

- A minimum of 10 years of experience in the commercial/community development/real estate lending, public finance and/or multi-family development fields is desired. Multiple sector experience is preferred;
- Knowledge of the politics, economics, demographics, and financial institutions in South Florida generally and in Palm Beach and Martin Counties specifically is preferred;
- Demonstrated ability to source, evaluate and underwrite commercial lending projects, preferably in the community/economic development field;
- Knowledge of and experience in community development financial analysis, and other underwriting experience is preferred;
- Ability and experience in delivering services consultatively to diverse constituencies;
- Experience working in low-income communities;
- Outstanding communication skills, both spoken and written;
- Maturity, initiative, and flexibility required;
- Ability to work independently and coordinate with others located across the state;
- Computer literacy, including knowledge of word processing, spreadsheets, databases and the internet;
- Experience in the Community Development Financial Institutions field is preferred.
- A bachelor's degree and/or equivalent training in a related field, such as business or finance.

### **Compensation**

The salary range for the position is depending on experience and qualifications. In addition, FCLF offers a benefits program that includes funds to subsidize health coverage and/or contribution to a 403(b) account, and may include opportunity for bonuses.

**Reporting:** The position reports to the Director of Lending.

**Location:** The position is based in West Palm Beach.