



LEVITICUS FUND

Faith Capital For Building Communities

Loan Underwriter

Position Description

July 2021

Overview of the Leviticus Fund:

Leviticus Fund is founded on the biblical verse of Leviticus 25:23 and its call for justice in the stewardship of economic resources. We provide predevelopment, acquisition, construction, bridge, mini-perm, multi-project loan facilities, and technical assistance, primarily to nonprofit organizations working in New York, New Jersey, Connecticut, and several surrounding states, including Massachusetts and Pennsylvania.

Our borrowers create and preserve affordable housing, including housing with supportive services for those with special needs; childcare and early learning centers; community health centers; charter public schools; nonprofit office and program delivery space; and community economic development projects, including those providing access to healthy food in underserved areas. All projects we support aim to improve communities and the lives of their low-income residents.

Leviticus has been growing at a significant rate over the past seven years under the leadership of Executive Director Greg Maher. With its capitalization increasing from \$19 million at the end of 2013 to nearly \$57 million by the end of 2020, it is a pivotal moment for Leviticus. The time is right to expand our lending team by hiring a Loan Underwriter. The person we hire will be an essential part of strengthening the Leviticus Fund's overall capacity for continued growth.

Position Summary:

Under the Director of Lending's guidance, the Loan 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 affordable housing, commercial real estate, and nonprofit organizational loans. Versatility and flexibility across a broad spectrum of business tasks are essential.

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

Reports to: Director of Lending

Status: Full-time, exempt

Location: Preferably Tarrytown, NY, but Leviticus will consider applicants based in New York City and other areas within New York, New Jersey, and Connecticut that have proximity to Tarrytown and New York City.

Duties and Responsibilities:

Core Functions and Responsibilities

- Performs financial statement analysis and independently interprets them, delivering written reviews of financial information.
- Ability to assess the creditworthiness 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 concerning lending.
- Day to day functions may include:
 - Creating and analyzing financial statements with the use of Excel.
 - Identifying information needed to perform an 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 Loan Fund Manager.
 - Contacting borrowers to collect updated financial information as required.
 - Collaborating with Loan Fund Manager in preparing loan documentation.
 - Performing other duties as may be deemed necessary and appropriate.

Other Responsibilities of the Position

- Develop relationships 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:

- This is not an entry-level position. The ideal candidate has a minimum of 3-6 years of experience in mission-oriented financial analysis and underwriting, deal structuring, relationship, and loan processing management. The ideal candidate should have a working knowledge of core real estate finance and lending, with experience structuring, underwriting, and closing affordable housing transactions.
- Robust relationship-building approach with the ability to center the needs of clients and communities while balancing credit decisions
- Strong analytical skills and can present complex analytics in an accessible manner.
- Excellent organizational skills and attention to detail
- Excellent project management skills
- A self-starter who can move complex projects forward without heavy oversight
- A solutions-based mindset and approach
- Flexible, adaptable, and willing to pivot on short notice to meet the organization's needs
- Proficient with Microsoft Office Suite and Salesforce (strongly preferred)
- Experience or interest in working with diverse low-income communities.
- Knowledge of and interest in community development, with experience in one or more Leviticus's core sectors -- supportive housing, human services, charter schools, and community health centers
- Embody Leviticus's mission, core values, and commitment to equity.
- Flexibility, creativity, enthusiasm, and a good sense of humor.
- Moderate travel within NY metropolitan area required.

- Fluent in English.
- Possess valid US driver's license.

Compensation:

Leviticus offers a competitive salary, which will depend on the applicant's experience. Leviticus also offers an excellent benefits package that includes medical, dental, vision, nine paid holidays, 25 PTO days (increases after year 1), life insurance, and a 10% contribution to 403(b).

How to Apply

Please submit a letter of interest, resume, and salary requirements to underwriter@leviticusfund.org. Salary requirements must be provided to be considered.

Equal Opportunity Employer

The Leviticus Fund is an Equal Opportunity Employer and offers a competitive salary and good benefits. Leviticus is committed to building a culturally diverse staff and strongly encourages applications from female and minority candidates.