

Senior Loan Officer Position Description
September 2021

Who we are:

The Leviticus Fund's mission is founded on the biblical verse of Leviticus 25:23 and its call for justice in the use of economic resources. We are a community development financial institution that provides predevelopment, acquisition, construction, rehab and perm loans, and technical assistance, primarily to nonprofit organizations in New York, New Jersey, Connecticut, Pennsylvania and Massachusetts.

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

Why we need you:

Leviticus has grown from \$19 million in size at the beginning of 2014 to nearly \$66 million today. It is a pivotal moment for the organization. To continue our growth, we need to increase our capacity by adding an experienced real estate lender to our team, someone who can originate loans for multi-family affordable housing developments and other community development projects in New York, New Jersey, and Connecticut.

We have a flat management structure and are a pragmatic, flexible lender, so the person who fills this position will have significant autonomy and responsibility on day one while also having the support of experienced lending colleagues who are equally passionate about our charitable mission.

What will you do?

Under guidance of the Director of Lending, our Senior Loan Officers are responsible for building Leviticus' presence in New York metropolitan area to create a robust portfolio of affordable housing, commercial real estate, and nonprofit organizational loans. You will:

- Have significant responsibility for the initial vetting of loan inquiries; pre-application assessment after review of preliminary documents; discretion to recommend moving a potential loan to the application stage; and initial due diligence review of the loan application.
- Underwrite loans based on thorough review and analysis, comprehensive due diligence and sound risk assessment, and presentation of loans for approval to our credit committee.
- Manage relationships with existing borrowers and develop ones with potential borrowers that lead to new lending opportunities throughout Leviticus' geographic footprint, and evaluate and recommend loan extensions, enhanced monitoring, restructurings and workouts, and adjustments to risk ratings and loan loss reserves.
- Provide technical assistance to borrowers, most often at the pre-construction phase, in structuring their financing and/or addressing project issues and connecting them with external resources that might help address local needs.
- Develop new and innovative relationships and collaborations with local nonprofit community development organizations, local housing agencies, and other stakeholders to address local needs through participating in community and local events.
- Pursue new and maintain existing relationships and collaborations with other community development financial institutions (CDFIs) and lending partners that foster opportunities to sell/buy loan participations.
- Assist with monitoring borrower compliance with loan covenants and repayment provisions, reviewing borrower reports, and conducting periodic site visits as necessary,
- Oversee the portfolio management function and maintain accurate, up-to-date loan portfolio database and reporting system, and well-organized, complete loan files.
- Represent Leviticus within one or more CDFI member networks that cover program issues of childcare, healthy food-access and community health centers.

Working at Leviticus:

Our team consists of committed, adaptable, entrepreneurial, creative, and flexible problem-solvers. We are strategic thinkers who committed to racial equity and treating each other – and the communities we serve – with respect.

This position is based in Tarrytown, New York (Westchester County) and candidates who reside in the NYC metropolitan area are preferred, though some flexibility will be considered. The position requires the ability to travel across the region. All Leviticus staff are currently working in a hybrid in-office/telecommuting basis because of the pandemic.

You should share a passion for the Leviticus mission and possess the skills to meet the expectations of this role. Specifically, we are seeking:

- Minimum of seven years' experience in affordable housing lending or development.
- Graduate degree preferred; however, Leviticus acknowledges that the expertise we seek may be secured through lived or work experience.
- Solid grasp of loan structuring and the affordable housing subsidy programs, including Low-Income Housing Tax Credit program, Section 8 and other federal, state and local affordable and supportive housing finance programs.
- Familiarity with real estate environmental issues, appraisals, title issues, and mortgages.
- Familiarity with zoning processes and other land acquisition challenges for affordable housing developers.
- Interest in furthering racial equity and to issues related to affordable housing, supportive housing, nonprofit facilities development, community economic development and planning, and organizational financing to strengthen the nonprofit sector.
- Success in project management, including tracking progress of multiple loans at various stages of advancement and working within a team to further housing development and finance-related activities that achieve Leviticus' goals, as well as a conceptual understanding of institutional racism and bias and its impact on disinvested communities and voiceless and marginalized people.
- Strong analytical, interpersonal, presentation, and communication skills with an ability to present to racially, ethnically, and socially diverse stakeholders.
- Experience incorporating the perspectives of multiple communities, including communities of color, in the consideration of impacts and outcomes of a decision-making process.

Compensation:

Leviticus offers a competitive salary and generous benefits, including an up to 10% employer match to a 403(B) plan, plus annual paid time off beginning at 25 days per year, increasing by a PTO day each year of employment up to a total of 30 PTO days per year. There is significant opportunity for advancement in this position. Our target salary for a Senior Loan Officer is \$100,000, depending on your experience in similar roles and the depth of your expertise related to the position qualifications. We negotiate actual salary with final candidates and offer this guidance in support of a commitment to transparency.

How to Apply

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

Equal Opportunity Employer

The Leviticus Fund is an Equal Opportunity Employer and is committed to building a culturally diverse staff. We strongly encourage applications from female and minority candidates.