



Loan Management Associate  
Position Description  
February 2022

**Who we are:**

The Leviticus 25:23 Alternative Fund is rooted in faith and the call for economic justice. The Fund provides flexible capital, expertise, and advocacy to propel the growth of more equitable communities. Leviticus creates opportunities for vulnerable, low-income people – especially those harmed by systemic racial and ethnic discrimination – to thrive and live with dignity. Our loans assist the predevelopment, construction and permanent phases of affordable housing, including housing with supportive services for those with special needs and extremely low incomes; childcare and early learning centers; charter public schools; nonprofit office and program delivery space; and various community economic development projects.

This position is based in Tarrytown, New York (Westchester County) and candidates who reside in the NYC metropolitan area are preferred, though flexibility will be considered for strong candidates. The position requires the ability to travel to various meetings in the metro area, though travel will be infrequent. All Leviticus staff are currently working in a hybrid in-office/telecommuting basis due to the pandemic.

**Why we need you:**

Leviticus has grown from \$19 million in size at the beginning of 2014 to \$67 million today. The new position of Loan Management Associate will add a loan management support person to our team, someone who can assist in the closing, disbursement and monitoring of loans for multi-family affordable housing developments and other community development projects in New York, New Jersey, and Connecticut.

The person who fills this position will have significant responsibility on day one while also having the support of experienced colleagues, including our Loan Manager, who are equally passionate about our charitable mission. We are open to candidates with good real estate lending and development knowledge, and some legal knowledge as a paralegal is a plus but not essential. Leviticus will provide in-house and external training to build the real estate lending knowledge quickly.

**What will you do?**

Under guidance our Loan Manager and our Director of Lending, our Loan Management Associate will directly assist Leviticus' investment in low-income communities and people in the New York metropolitan area to create and maintain a robust portfolio of affordable housing, commercial real estate, and nonprofit organizational loans. More specifically, the Loan Management Associate will have a variety of duties, including:

- Assisting the Loan Manager in the packaging, approval, closing, disbursement, administration, modification, monitoring and reporting of loans.
- Assembling and distributing materials for Loan Committee meetings.
- Maintaining electronic and paper files of all loans and related documents including financial statements and insurance certificates and tracking receipt of these documents through a tickler system and following up with borrower as necessary.
- Updating loan management and servicing database as necessary, including entering terms of new or amended loans and reporting on payment of real estate taxes and insurance.
- Helping to prepare annual reviews for projects in the loan portfolio.
- Reaching out to borrowers before loans mature to check on repayment timing.
- Creating payoff letters prior to loan repayment and mortgage satisfaction letters for borrowers and title companies.
- Compiling specific data from multiple sources for impact measurement tracking.

**Working at Leviticus:**

Our team consists of committed, adaptable, creative, and flexible problem-solvers. We have a culture of listening and learning and are committed to racial equity and treating each other – and the communities we serve – with respect.

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

- At least two years of experience in real estate, finance, or loan administration, although other relevant experience and/or education will be considered.
- Minimum of an associate degree in business, real estate or finance; a paralegal certificate with a focus in real estate, is a plus.
- Familiarity with legal documents, particularly real estate transactional documents and standard third-party reports (title reports, appraisals, environmental assessments, construction draw documents).
- A basic understanding of corporate financial statements, with some knowledge of nonprofit financial statements a plus. Financial analytical skills are also a plus.
- Organized with good attention to detail and strong proofreading skills.
- Confidence to perform certain tasks independently.
- Ability to enter data accurately and use database software.
- Pleasant, borrower-friendly nature with cooperative attitude and good sense of humor.
- Desire to be part of a team of a mission-based nonprofit organization.
- Strong interpersonal, verbal and written communication skills.
- Openness to learning new skills and systems.
- Notary or ability/willingness to take notary exam within six months of hire.
- Proficient in Microsoft Office programs (Word, Excel, PowerPoint and Outlook); proficiency in Salesforce a plus.

**Compensation:**

- The starting salary for a Loan Management Associate is competitive and will be commensurate with alignment of an applicant's experience with the job requirements. We negotiate actual salary with final candidates.
- The position offers significant opportunity for advancement, as we are looking to recruit individuals who are interested in advancing to more senior positions within the organization in the next few years.
- Benefits include a 10% employer match to a 403(B) plan, health, dental, vision and paid time off beginning at 25 days per year and increasing thereafter.

**How to Apply:**

Please submit a letter of interest, resume, and salary requirements to [JOBS@leviticusfund.org](mailto:JOBS@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.