

Loan Management & Office Assistant  
Position Description  
September 2022

**Who we are:**

The Leviticus 25:23 Alternative Fund (Leviticus) 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, and 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.

Leviticus currently makes between 20-30 loans each year to nonprofits, so is not considered a high-volume lending company like a home mortgage lender. Our loans are made to projects having multiple funding sources and, as a result, can take several months to underwrite, close, and disburse.

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 for strong candidates. All Leviticus staff are working in a hybrid manner, with some days each week working in office and others remotely. This will continue for the foreseeable future.

**What will you do?**

The Loan Management & Office Assistant (LMOA) will have a variety of responsibilities in two areas:

Approximately 75% of time will be spent assisting our Loan Manager (LM) – who will be the LMOA's supervisor – to organize, close and disburse the loans that Leviticus makes. The work will help create and maintain a robust portfolio of affordable housing, commercial real estate, and nonprofit organizational loans. These duties include:

- Assisting the LM in closing and disbursing loans, including:
  - ❖ Leviticus loan document and third-party document review, including disbursement request forms and supporting invoices and documentation.
  - ❖ Joining the LM on loan closing phone calls with various parties to a loan transaction.
- Assembling and distributing materials for Loan Committee (LC) meetings and taking LC meeting minutes.
- Maintaining electronic and paper files of loans and related documents such as financial statements and insurance certificates; tracking receipt of these items via a tickler system and following up with borrowers as necessary.
- Updating loan management and servicing databases as necessary, including entering terms of new or amended loans and reporting on payment of real estate taxes and insurance.
- Preparing reviews of projects for annual loan review meeting by LC.
- Reaching out to borrowers before loans mature to check on repayment timing.
- Creating payoff letters prior to loan repayment and mortgage satisfaction letters upon loan repayment.
- Compiling specific data from various sources for impact measurement tracking.

Approximately 25% of time will be spent on office administration duties. These will include:

- Opening and distributing office mail and checking Leviticus general phone number voicemail.
- Managing office supplies and ordering supplies as needed, handling interactions with office vendors, and acting as liaison to building manager.
- Assisting with document scans, mailings, file set-up and maintenance.

- Handling organizational membership and coalition registrations for Leviticus.
- Handling purchase of tickets, sponsorships, journal ads and registrations for events that Leviticus supports financially and via staff attendance.
- Making travel and lodging arrangements, and inputting new Salesforce contacts for Executive Director.
- Organizing arrangements for quarterly Board meetings, including polling members for availability, tracking attendance, and food ordering as needed.
- Coordinating annual membership meeting preparations, including save the date, delegate, and proxy mailings; and distributing meeting materials and related meeting logistics for Zoom or in-person meeting.
- Taking summary minutes during Finance Committee (once per year) and Audit Committee (twice per year).

**Qualifications:**

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 transaction 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 analysis skills are also a plus.
- Organized with good attention to detail and strong proofreading skills.
- Strong interpersonal, verbal and written communication skills.
- Confidence to perform certain tasks independently.
- Openness to learning new skills and systems.
- Ability to enter data accurately and use database software.
- A determination to provide excellent customer service and a cooperative attitude and good sense of humor.
- Notary or ability/willingness to take notary exam within six months of hire.
- Proficient in MS Office programs (Word, Excel, PowerPoint and Outlook); proficiency in Salesforce a plus.
- Interest in community development lending and its link to poverty relief.
- Desire to be part of the team of a mission-based nonprofit organization.

**Compensation:**

- The starting salary for a Loan Management & Office Assistant 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 and vision coverage; 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/or minority candidates.