



## Chief Lending Officer

### About the Position:

Are you ready to join an organization where you can make an extraordinary impact every day? NCALL in Dover, Delaware is an established nonprofit leader working throughout the Delmarva Peninsula in the fields of affordable housing, community development, and lending. With an outstanding history of achievements that spans more than four decades, a diverse staff of 40, and a budget of \$5.2 million, we are a community development financial institution and a charter member and star producer in NeighborWorks America's 250-member Network of Excellence. Over the years, we have had a regional impact of assisting over 41,000 households and leveraging over \$10 billion in housing and community financing. Our mission is to "Strengthen Communities Through Housing, Lending, and Education."

The Chief Lending Officer (CLO) is primarily responsible for the Loan Fund's strategic lending program including: business development and loan production, marketing and outreach, design and implementation of new financial products and services, portfolio management, loan policies and systems, and collaborating with the Loan Fund Director to develop key partnerships and to raise new capital.

Make sure to follow the instructions to be considered for this role.

**Application and Selection Process:** Qualified candidates should send a cover letter including salary requirements and resume, via email to [jobapplications@ncall.org](mailto:jobapplications@ncall.org). **Please include the job title in the subject line.** Preliminary interviews will begin as qualified applicants are identified. Candidates will be notified of status in a timely fashion. Final candidates will be expected to provide references and will be subject to a background check and verifications prior to job offer.

**Employment Status:** The position will be a full-time employee of NCALL, with competitive salary and benefits.

**Supervisor:** Loan Fund Director (LFD)

**Location:** The location of this position is flexible and will be based upon the successful applicant's proximity to NCALL's various offices.

## **Duties and Responsibilities:**

### **Strategy**

- Design and implement new financing strategies and products to respond to Loan Fund goals, borrower needs, and market changes
- Develop and implement an annual Loan Fund marketing and outreach plan; collaborate with NCALL's Marketing and Communications Specialist to implement that plan
- Assist the LFD with creating the annual business plan for the Loan Fund including lending goals, impact goals, and operational budget; participate in strategic planning as needed
- Assist the LFD with promoting and increasing the Loan Fund profile by developing key external relationships; assist with the Loan Fund's advocacy and coalition efforts
- Assist the LFD in building and maintaining strong relationships with partners that provide capital and operational support; provide assistance as needed on applications to those partners

### **Lending**

- Supervise and support the Loan Officers and Loan Servicer; develop a capacity-building plan for those supervised through various professional/leadership development opportunities
- Develop and oversee a business development/project pipeline strategy with the Loan Officers
- Assist Loan Officers with vetting, structuring, and underwriting new loan requests; ensure new loan requests are consistent with Loan Fund policies and goals
- Originate and underwrite new loan requests as needed
- Plan and coordinate the Loan Committee meetings; interact with the Loan Committee Chair as necessary prior to each meeting
- Maintain strong credit quality through annual loan/borrower reviews, regular monitoring of borrower compliance with loan covenants and repayment provisions, reviewing borrower reports, and conducting periodic site visits with Loan Officers
- Mitigate loan portfolio risk through enhanced monitoring, the use of extensions and restructurings, and adjustments to risk ratings and loan loss reserves; develop a strategy for loan work-outs and charge-offs as necessary
- Pursue and maintain relationships with participation lenders; prepare participation agreements, consulting with legal counsel as needed
- Negotiate and manage consultant contracts and budgets as related to lending
- Oversee the loan closing process; review closing documents for accuracy
- Monitor and report on the Loan Fund's loan originations and portfolio performance

- Lead the review and updates to policies related to underwriting, portfolio management, and loan servicing

**Qualifications:**

Ideal candidates for this position will share a passion for and commitment to serving the mission of NCALL and will bring a variety of experiences and attributes to the organization, including:

- Bachelor's degree
- Minimum of five years of work-related experience with affordable housing/community development finance; experience with financing New Markets Tax Credit transactions is preferred
- Minimum of five years in a senior management and supervisory position required
- Empathy and understanding for the low-income people and communities served by the Loan Fund
- Proven written and verbal communication and networking skills; interacts well with the public, media, stakeholders, staff, and volunteers
- Excellent interpersonal and professional skills in handling challenges and job performance
- Proficiency in Microsoft Office and Internet applications

NCALL is an Equal Opportunity Employer. Diversity and inclusion apply to both our workforce and the communities we serve.