



## **Loan Fund Associate**

### **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 \$5.4 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 Loan Fund, a line of business within NCALL, provides financing products and services to borrowers that are interested in developing affordable housing, community facilities, or neighborhood revitalization projects.

The Loan Fund Associate (LFA) is a member of a close-working team of professionals and is primarily responsible for the Loan Fund's financial reporting and monitoring as well as the collection and reporting of key impact metrics. The LFA will coordinate with NCALL's Finance Director for the preparation of the Loan Fund's financial statements and will oversee the Loan Fund's accounts payable. The LFA will also lead compliance reporting and will assist the Loan Fund Director with executing the capitalization strategy.

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:** This position will be based in NCALL's Dover, DE office.

**Duties and Responsibilities:****Financial Reporting**

- Lead the quarterly and annual preparation of the Loan Fund's financial statements, including working closely with NCALL's Finance Director and the external auditor
- Prepare internal financial reports; review and analyze with other staff members, loan committee, and board members
- Assist NCALL's Finance Director with various tasks as assigned

**Accounts Payable**

- Receive and review invoices for Loan Fund expenses
- Approve invoices for payment based on current budget and/or direction from the LFD

**Impact Metrics**

- Maintain the Loan Fund's database of annual and cumulative impact metrics and prepare reports as necessary
- Assist Loan Officers with collection of impact metrics for loan reviews

**Compliance Reporting**

- Prepare periodic reports (typically quarterly and annually) to investors, participants, and other parties
- Assist with the preparation of other key reports as needed

**Resource Development**

- Assist LFD as needed with various capitalization efforts (will typically involve items from Financial Reporting and Compliance Reporting sections above)

**Portfolio Management**

- Cross train on portfolio servicing software and in Loan Fund Servicer (LFS) duties
- Coordinate with the LFS for the maintenance of portfolio databases such as collateral valuations and insurance expirations; assist LFS with other duties as needed during periods of high work volume

**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:

- Empathy and understanding for the low-income and marginalized communities served by the Loan Fund
- Bachelor's degree and/or minimum of five years of work-related experience in accounting/data management or other related fields
- 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.