



Position:	Affordable Housing Loan Officer
Status:	Full-time, eligible for benefits
Salary Range:	TBD
Location:	Greenville

Organization Description:

CommunityWorks is a non-profit certified Community Development Financial Institution (CDFI) and an SBA micro lender committed to building financial equity by providing resources that support small business growth, entrepreneurship, and homeownership. Collectively, our programs, expertise and partnerships help build stronger and more just communities.

For over 14 years, CW has created opportunities for people, communities and entrepreneurs in the Upstate community and throughout South Carolina, with a focus on people and communities of color. Our programs focus on equitable access to financial coaching, connections with one-on-one business coaching, access to loans to build small business, develop affordable housing, and building credit and assets. Since its inception, CW served over 7,352 and has generated over \$382 million in local economic impact.

Diversity, justice, and inclusion are key values within CommunityWorks. We are committed to building and sustaining an inclusive, equitable working environment for our staff. We believe every member of our team enriches our diversity by exposing us to a broad range of ways to understand and engage with the world, identify challenges, and discover, design, and deliver solutions.

Position Summary:

The Loan Officer originates, underwrites, and closes all affordable housing loans at CommunityWorks including acquisition, predevelopment, construction, mini-perm, and LIHTC loans in support of the preservation and creation of more affordable housing units in South Carolina. The Loan Officer may also help source and support transactions that involve mixed use and community facilities and/or that utilize New Markets Tax Credits (NMTCs) and other structured finance products. In accordance with CommunityWorks' lending policies and procedures, the Loan Officer prepares and presents credit memos to the loan committees or other approving entities for approval. Following loan approval, the Loan Officer coordinates with CommunityWorks Portfolio Manager and Finance Team with loan closing and ongoing management of such loans.

The Loan Officer provides input on and supports the achievement of regional and overall Lending work plan goals. The Loan Officer is also involved in marketing CommunityWorks products and programs to potential clients and is responsible for relationship management with borrowers, lending partners, technical assistance providers, government agencies, and public officials.

**Reporting Requirement:**

The Loan Officer reports to the Director of Lending. The Loan Officer will work with CommunityWorks team members from across the organization. The Loan Officer communicates with potential and existing borrowers, third party lenders, attorneys and other outside groups. The Loan Officer also attends regular loan committee meetings and represents CommunityWorks to outside groups as requested.

Key Responsibilities:

The Loan Officer supports CommunityWorks lending goals by:

Marketing/Business Development:

- Develops lending pipeline through screening inquiries, identifying and responding to new business opportunities, and meeting regularly with current CommunityWorks clients and potential borrowers to discuss their development pipelines and credit needs
- Attends various industry and client functions, representing CommunityWorks as a part of mission delivery
- Maintains current knowledge of local, regional and national trends and conditions in the real estate development sector, including policy initiatives that will affect the underwriting, financing and development processes

Underwriting:

- Structures loans both to meet customers' needs and to comply with internal guidelines based on extensive review and analysis of information gathered from the potential borrower and other sources and in consultation with the Director of Lending, Senior Management Team, and other relevant CommunityWorks' team and contractors.
- Performs due diligence review and evaluation of loan requests, including site inspections, pro forma analysis, reviewing appraisals, assessing entitlement status, reviewing environmental reports, and spreading/analyzing borrower financial statements.
- In consultation with the Director, negotiates with borrowers on all aspects of loans, prepares a credit memo, and secures the appropriate level of approvals from internal staff and/or the loan committee with a recommendation for action.

Closing, Monitoring and Servicing:

- Following financing approval, works with Portfolio Management to draft a commitment letter and/or coordinates loan documentation and work performed by attorneys and other CommunityWorks' staff.
- Working in close collaboration with other CommunityWorks' staff, guides the transaction through closing. The Loan Officer is responsible for ensuring that the business terms of the transaction as reflected in the loan documents are consistent with the underwriting of the loan.
- With the Portfolio Manager, develops and maintains files to ensure accuracy and completeness.
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- After loan closing, provides ongoing support to and coordination with the Portfolio Manager managing the credit on a routine basis.

Other:

- The Loan Officer must consistently provide excellent external relationship management.
- The Loan Officer must become proficient in working with internal systems, including the CommunityWorks Loan Policy and database systems used to track transactions through the underwriting process and generate key pipeline and asset management reports.
- The Loan Officer must be self-motivated and able to adapt to a hybrid work environment with scheduled days in the office for collaboration with colleagues.
- Mentor junior staff in areas of expertise

Professional Qualifications:

- Educational background should include degree work in a relevant area of studies such as finance, real estate, urban planning, public policy, or business administration. A bachelor's degree is required.
- The ideal candidate will have demonstrated skills, knowledge, and a minimum of 3 to 5 years of progressively responsible experience and should possess the following skills:
 - experience with community development and/or real estate lending and credit analysis, structuring, and deal underwriting;
 - strong written, verbal communication and public speaking skills;
 - familiarity with federal, state, and local government funding sources for capital and operating needs of multi-family housing as well as supportive and other types of housing, and
 - ability to work independently, manage competing priorities with a modest amount of supervision and direction, remain organized, and meet deadlines.

Personal Qualifications:

- In addition, the position requires a high degree of self-motivation, dedication, creativity, and perseverance; flexibility with time, travel and willingness to accept a demanding (and personally satisfying) position. Strong time management skills and working well with others are essential attributes.
- Ability to organize multi-faceted & diverse assignments and manage multiple priorities and projects simultaneously.
- High energy, flexibility, and drive to work in an entrepreneurial organization. High tolerance for ambiguity, changing demands, and multiple priorities.
- Strong analytical, accuracy, and problem-solving capabilities.
- Passion for affordable housing, community development, and social justice.
- A commitment and ongoing interest in working in the non-profit field.

If interested, please send a resume and cover letter to careers@cwcarolina.org.